Jurymark

User Guide

Pioneer
TECHNOLOGY GROUP

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Abigail Sanchez	06/25/2018	Document Revised	1.0.0.94

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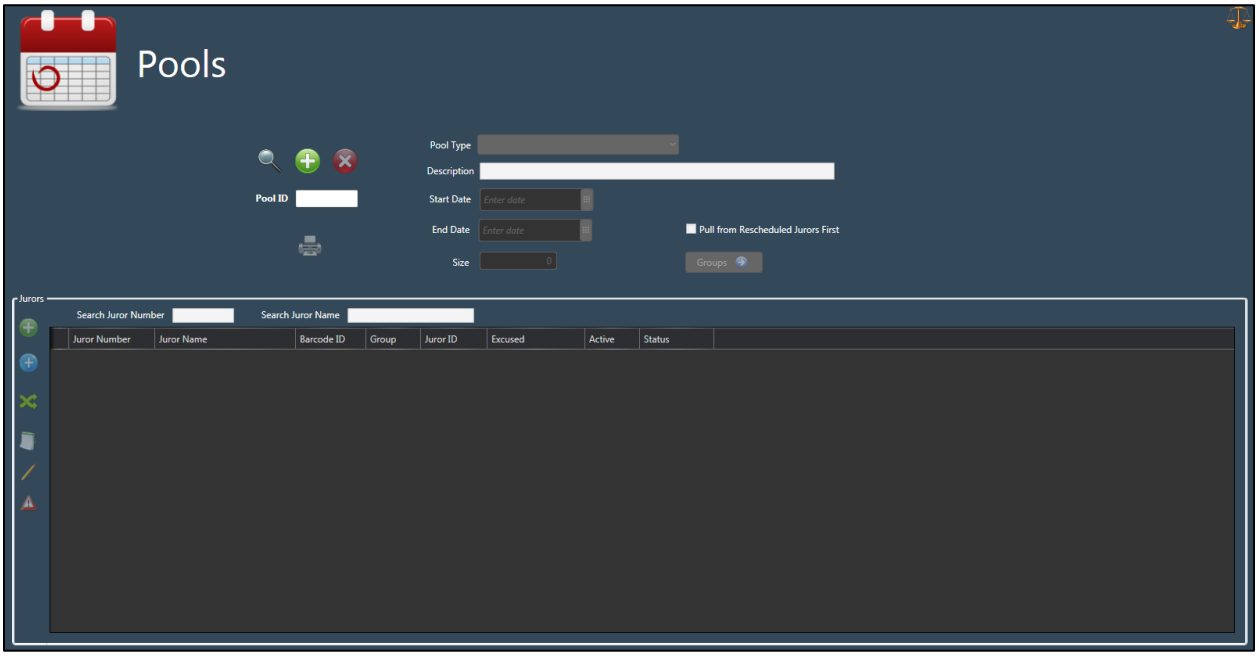
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Pool Workspace

- Click the **Pools** icon to open the Pools Workspace

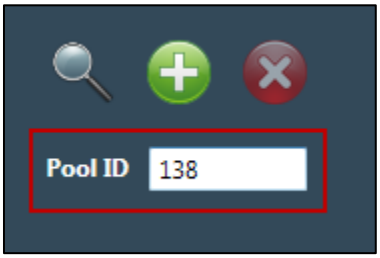




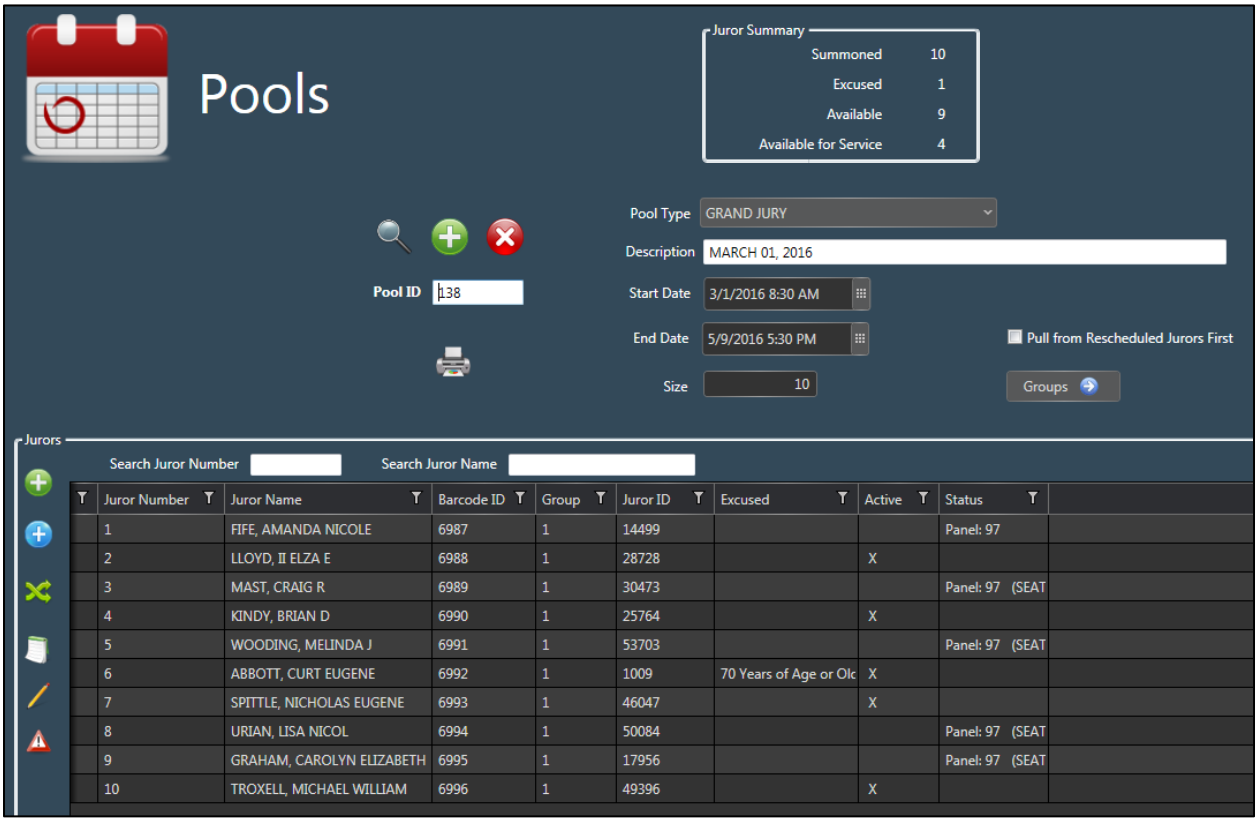
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Opening an existing Pool

1. Type in the **Pool ID**



2. Click **Enter**
3. The Pool will be opened. Pool Information is now visible.



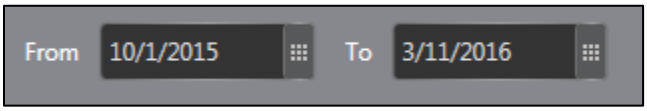
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Searching an existing Pool

1. Click **Browse Pools**



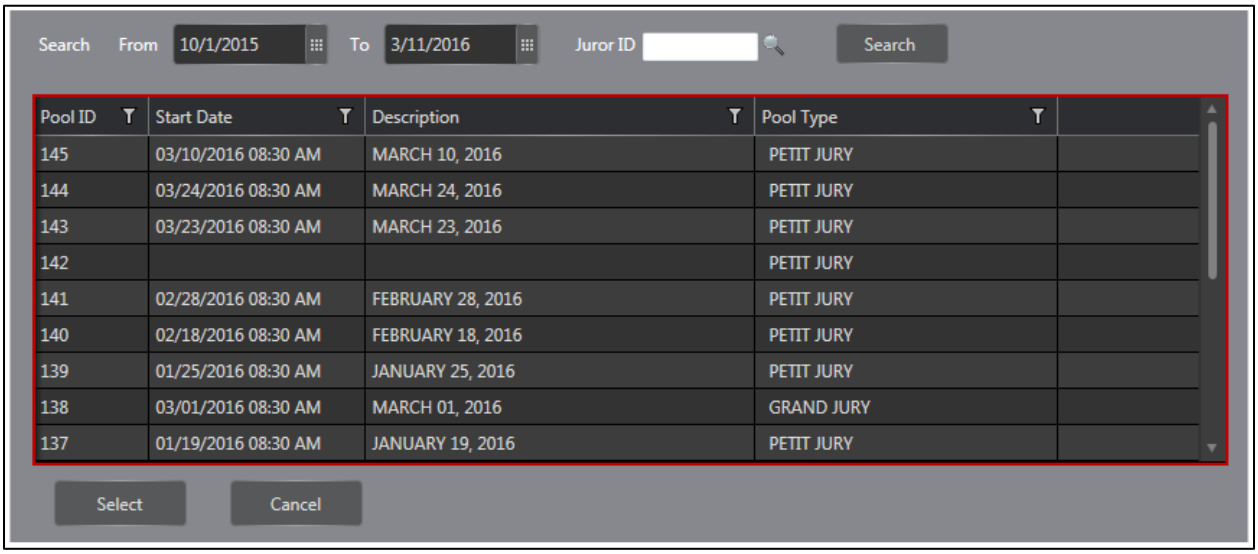
2. Enter a Date Range



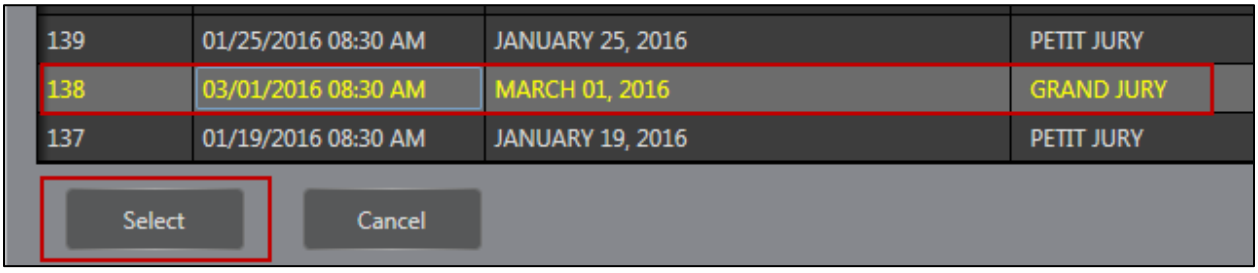
   a. Enter a Juror ID if looking for a specific Juror



3. Select the pool from the grid



4. Click **Select**



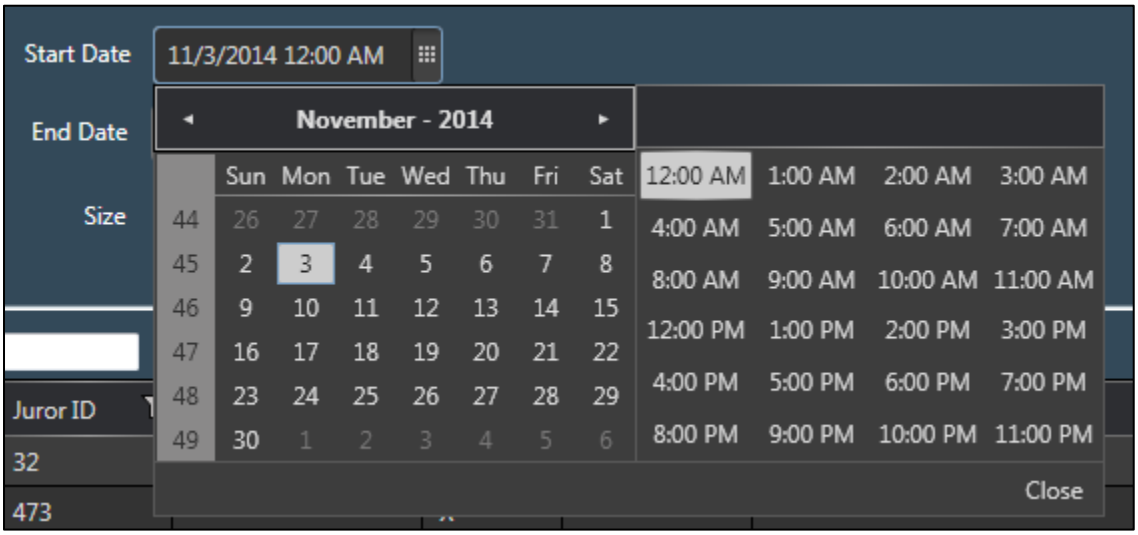
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Creating a Pool

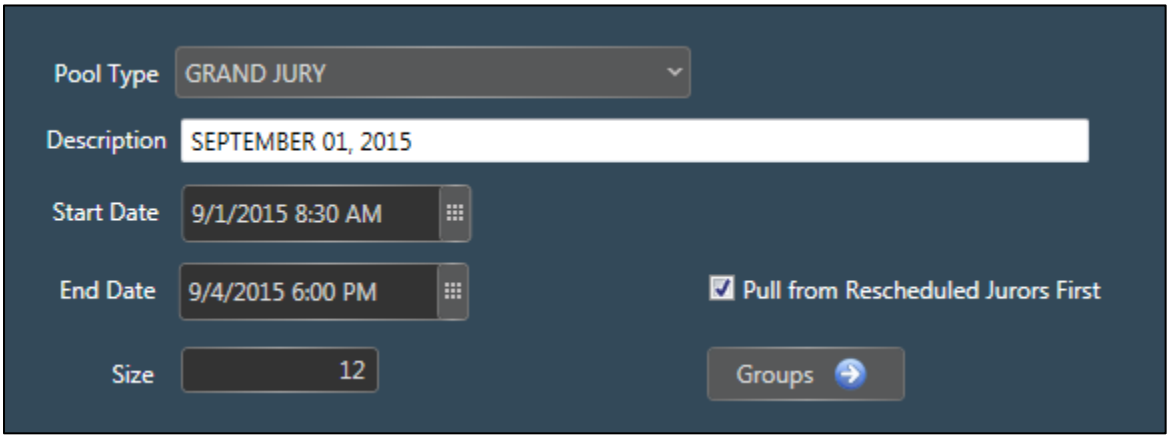
1. Click the **Green Plus** icon



2. Fill in Pool Fields:
    a. Select **Pool Type**
    b. Enter **Description**
    c. Manually enter a Date Range, or select dates from the calendar views



    d. Enter Number of jurors needed in **Size**
    e. Click the **Pull Rescheduled Jurors First** check box if you would like to pool all jurors that were rescheduled are available for pool again before pulling random jurors



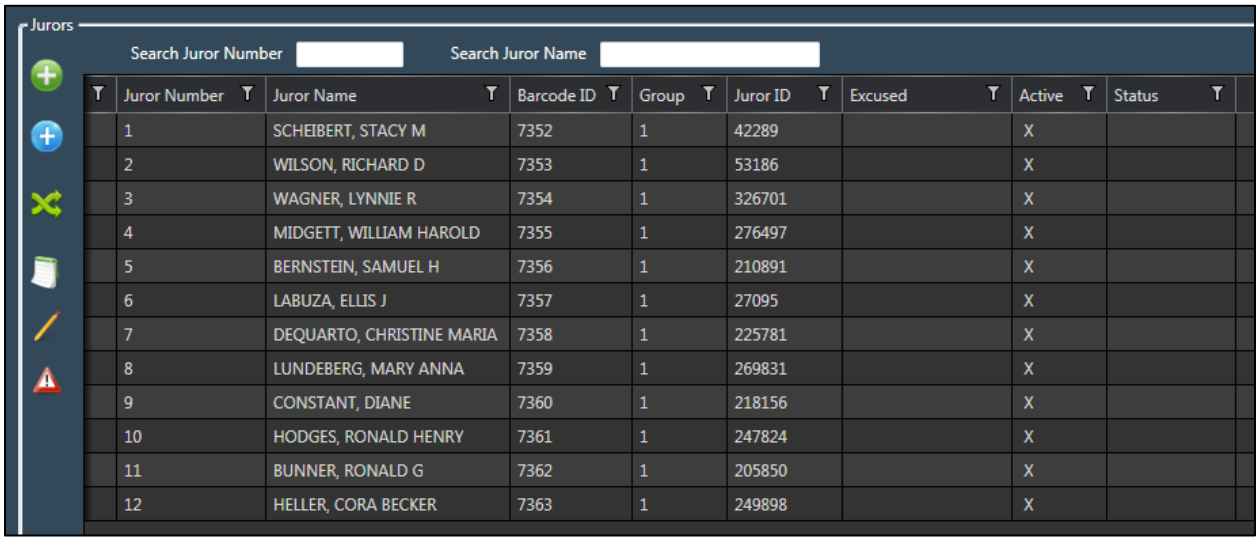
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Adding Jurors to pool

1. Click **Green Plus** icon



2. Jurors will be randomly pulled from the main Jury Wheel



Juror Number	Juror Name	Barcode ID	Group	Juror ID	Excused	Active	Status
1	SCHEIBERT, STACY M	7352	1	42289		X	
2	WILSON, RICHARD D	7353	1	53186		X	
3	WAGNER, LYNNIE R	7354	1	326701		X	
4	MIDGETT, WILLIAM HAROLD	7355	1	276497		X	
5	BERNSTEIN, SAMUEL H	7356	1	210891		X	
6	LABUZA, ELLIS J	7357	1	27095		X	
7	DEQUARTO, CHRISTINE MARIA	7358	1	225781		X	
8	LUNDEBERG, MARY ANNA	7359	1	269831		X	
9	CONSTANT, DIANE	7360	1	218156		X	
10	HODGES, RONALD HENRY	7361	1	247824		X	
11	BUNNER, RONALD G	7362	1	205850		X	
12	HELLER, CORA BECKER	7363	1	249898		X	

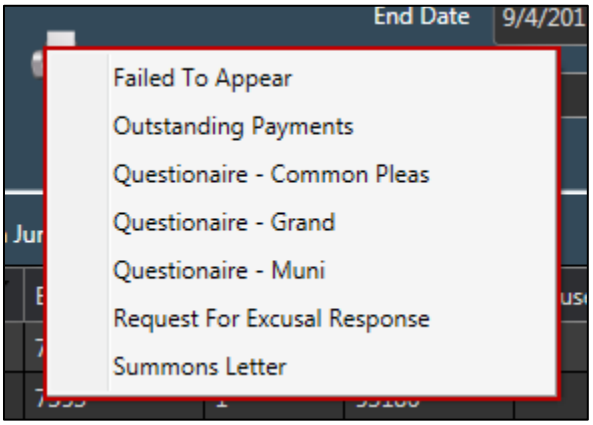
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Printing Pool Reports/Forms

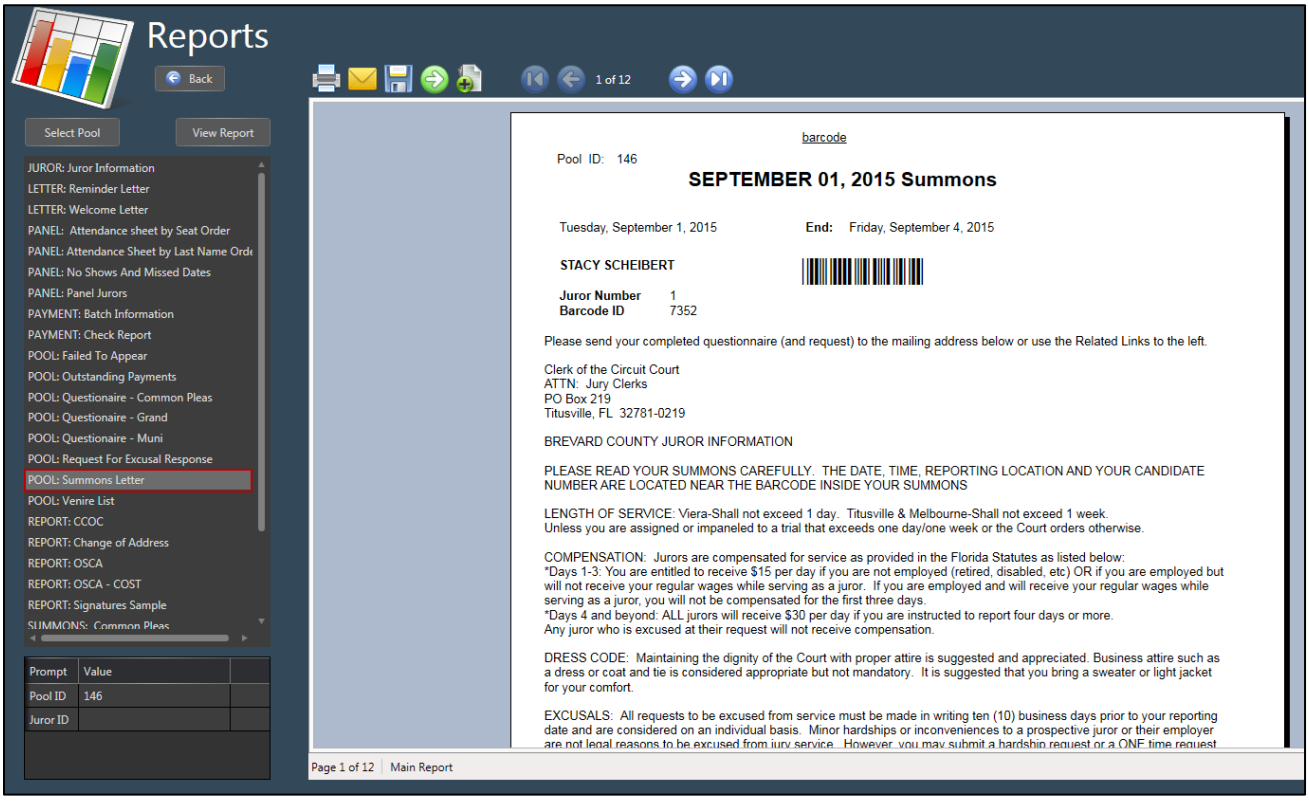
1. Click the **Show Reports** icon



2. Select a Report



3. You will be automatically taken to the report workspace with the selected report opened



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Moving Jurors from one pool to another

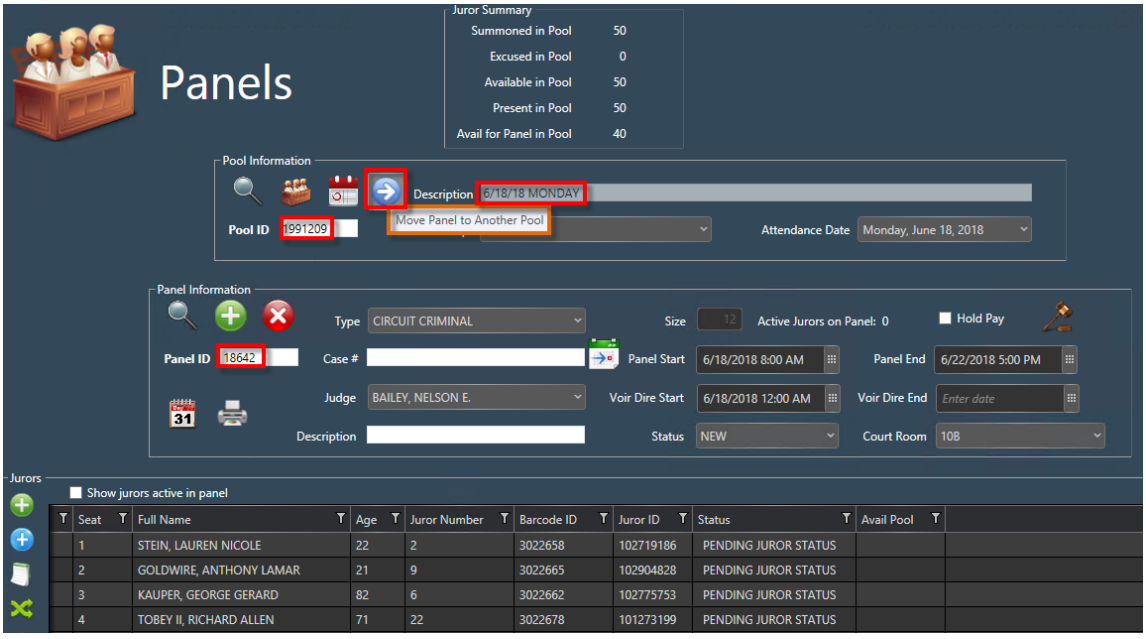
Moving a Panel when appearing for subsequent days

This functionality will allow you to move an entire Panel from one day to the next to allow for jurors to check in daily as they appear for subsequent days whether it be for voir dire or for the actual trial.

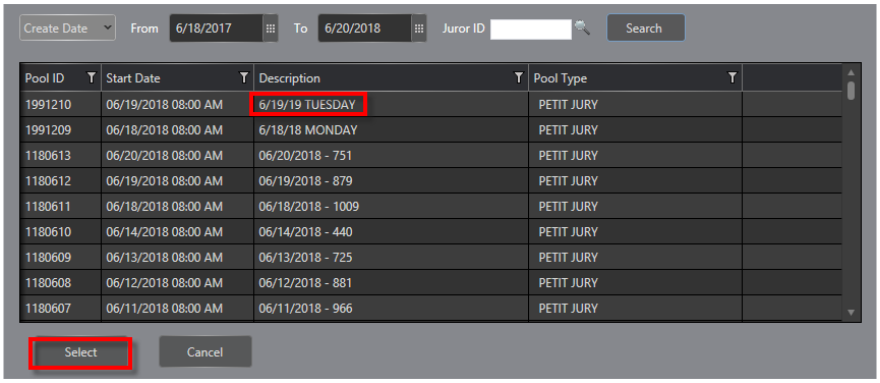
This will move their Panel Juror Status which can be changed as they continue to appear as well as moving them to the subsequent days Pool so they can be eligible for Check In.

This process would be done daily (at the end of the day to prepare for the next day) for as long as is needed for voir dire and the trial to be completed.

1. Navigate to the Panel you wish to move to the next day
2. Click on the blue right arrow 'Move Panel to Another Pool' button 

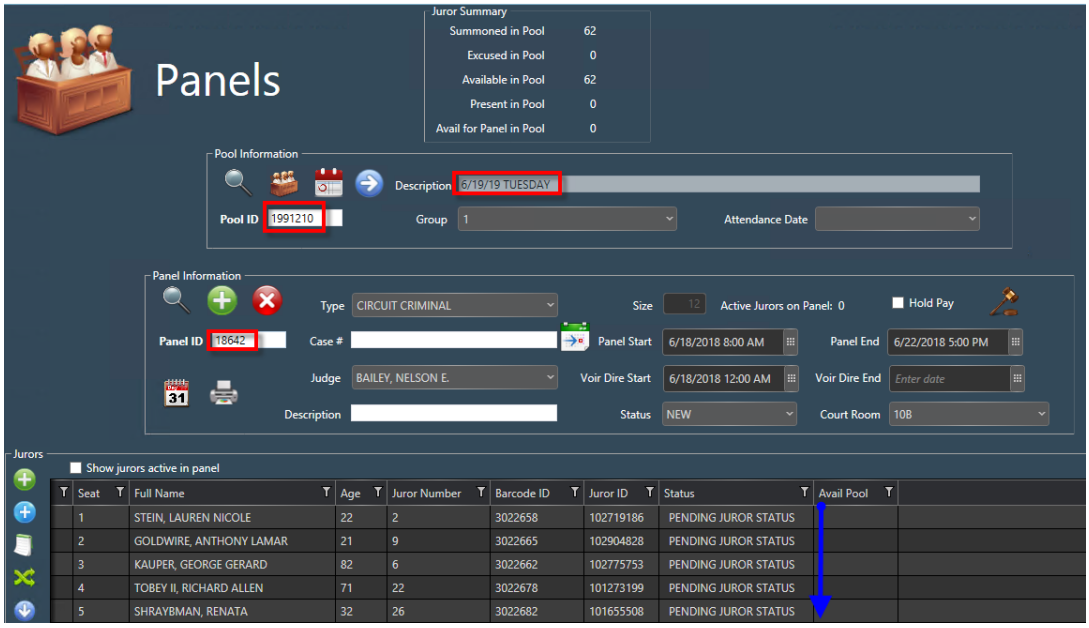


3. A search window will populate, where you will search for and select the next days Pool you will be moving your Panel to



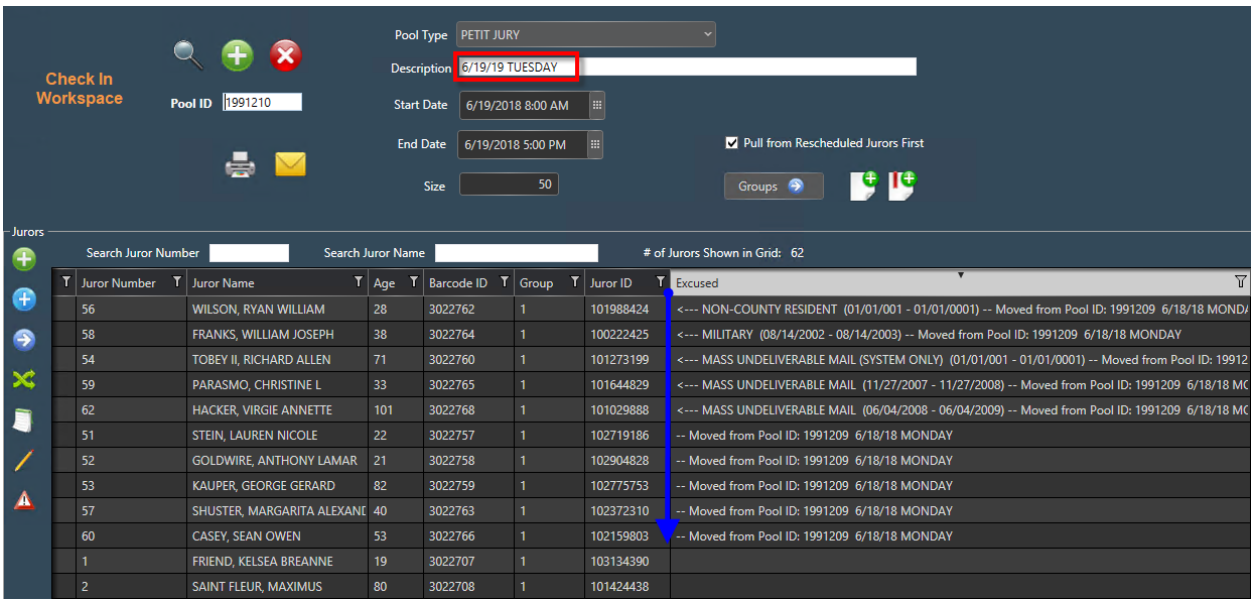
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4. You will be brought back to the Panel workspace where you will notice the Pool ID and description will now reflect the next days Pool information, while you're Panel ID and panel information will remain the same. This is your indication that the Panel was successfully moved.



5. You will now see the moved jurors added to the new days pool and are eligible for Check In along with all other jurors previously summoned for that day.

6. You will continue with the Check In process as normal



Moving Jurors from another pool to the pool you're in

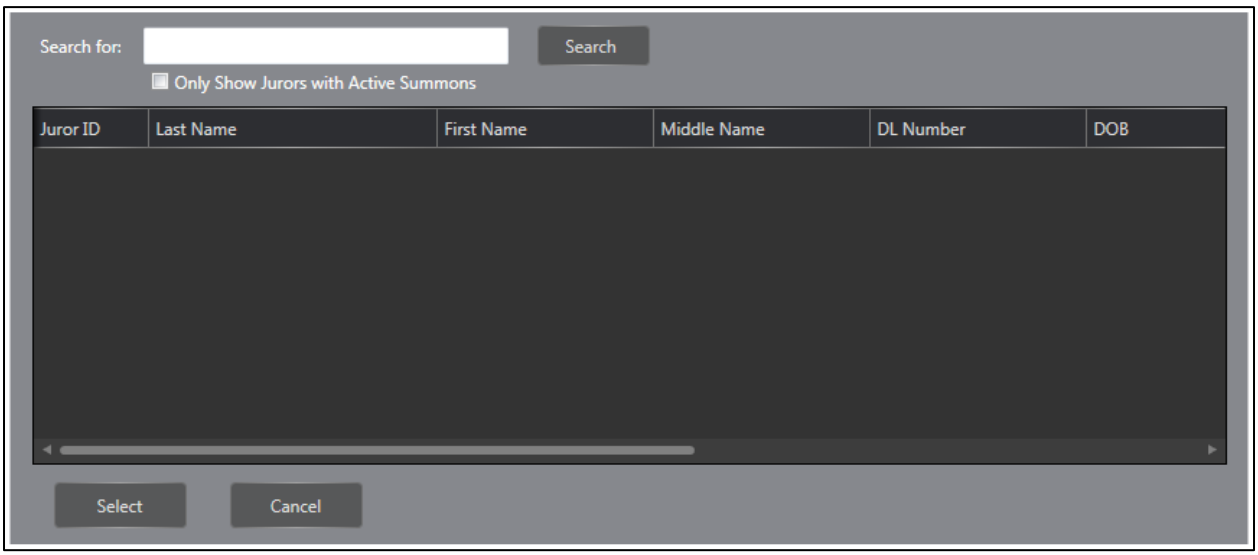
1. Open a Pool

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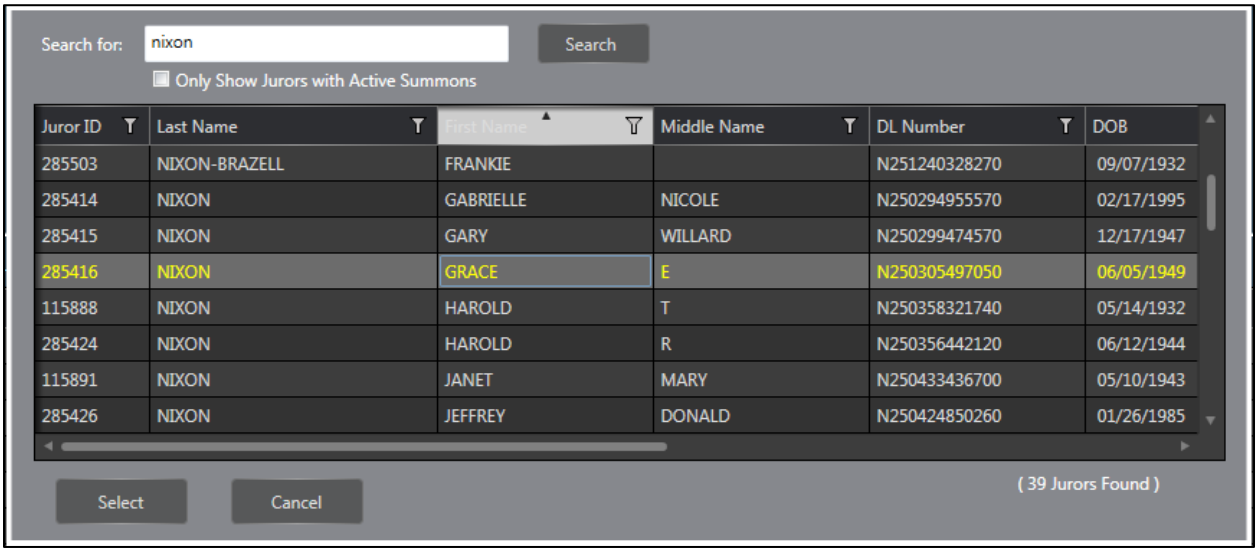
2. Click the **Move Juror from another Pool into This Pool** icon



3. A Search window will appear



4. Search for the Juror to be moved
5. Select the Juror

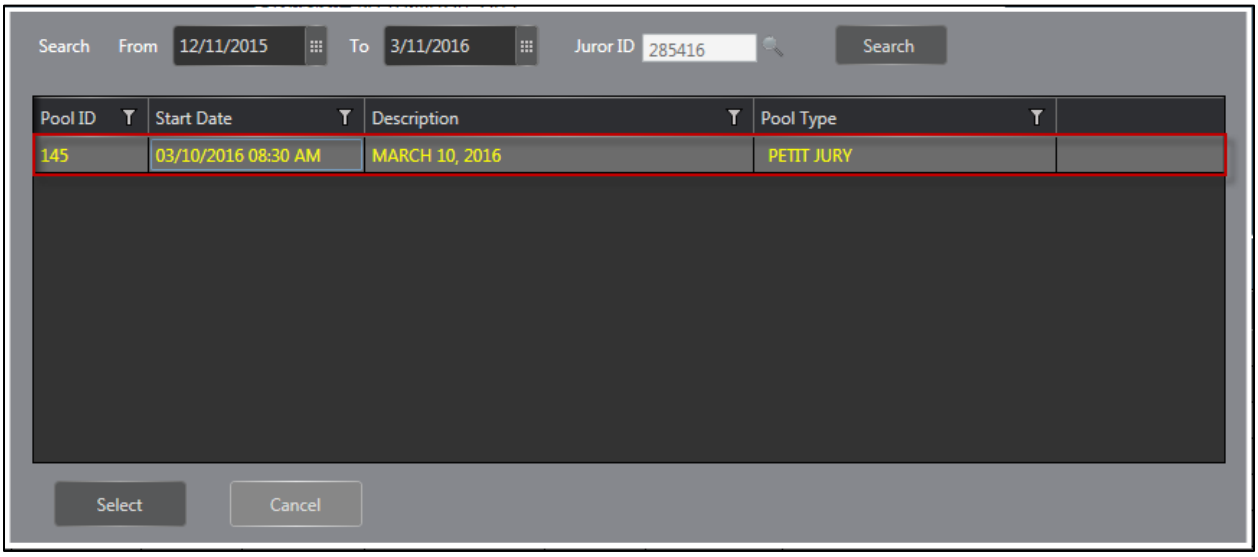


6. Click **Select**



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7. This will move into another Search Window. This is to search for the pool the selected Juror is associated with.



8. Click **Select**



9. The Juror will be added to the Pool and marked as **Moved from Pool ID (Pool #)**

Juror Number	Juror Name	Barcode ID	Group	Juror ID	Excused	Active	Status
1	SCHEIBERT, STACY M	7352	1	42289		X	
2	WILSON, RICHARD D	7353	1	53186		X	
3	WAGNER, LYNNIE R	7354	1	326701		X	
4	MIDGETT, WILLIAM HAROLD	7355	1	276497		X	
5	BERNSTEIN, SAMUEL H	7356	1	210891		X	
6	LABUZA, ELLIS J	7357	1	27095		X	
7	DEQUARTO, CHRISTINE MARIA	7358	1	225781		X	
8	LUNDEBERG, MARY ANNA	7359	1	269831		X	
9	CONSTANT, DIANE	7360	1	218156		X	
10	HODGES, RONALD HENRY	7361	1	247824		X	
11	BUNNER, RONALD G	7362	1	205850		X	
12	HELLER, CORA BECKER	7363	1	249898		X	
13	NIXON, GRACE E	7364	1	285416	-- Moved from Pool ID: 145	X	

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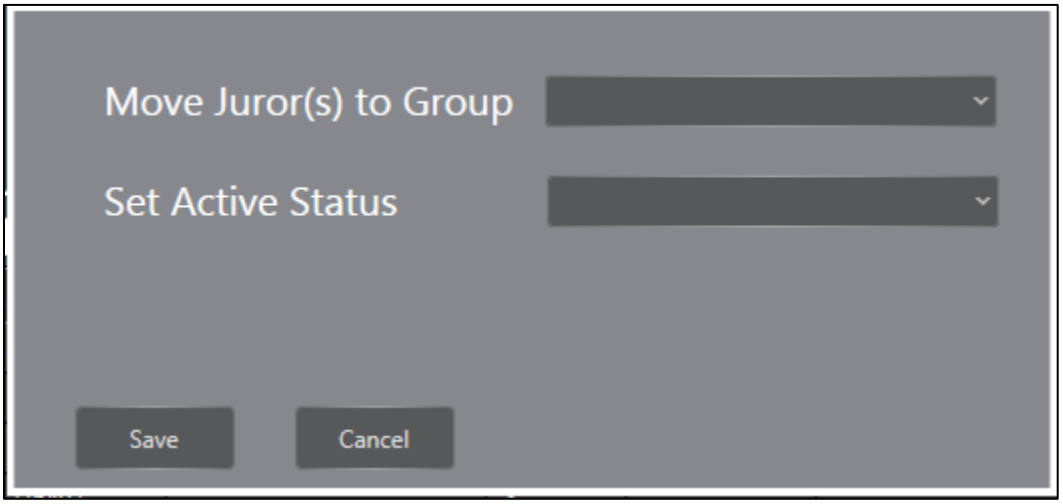
Change Group or Status on Selected Jurors

Updating One Juror at a Time

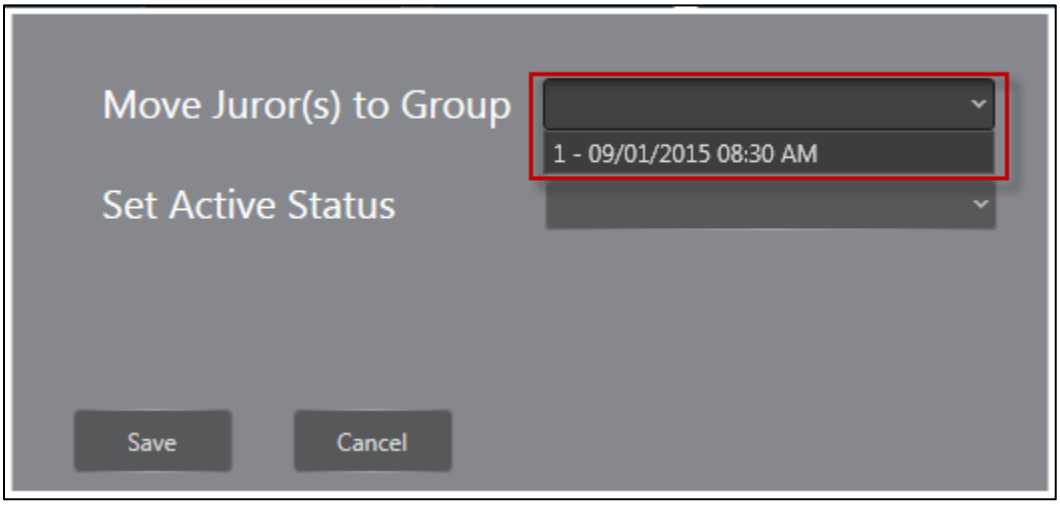
1. Select the Juror
2. Click the **Change Group or Status on Selected Jurors** icon



3. This will open the Change Group or Status window

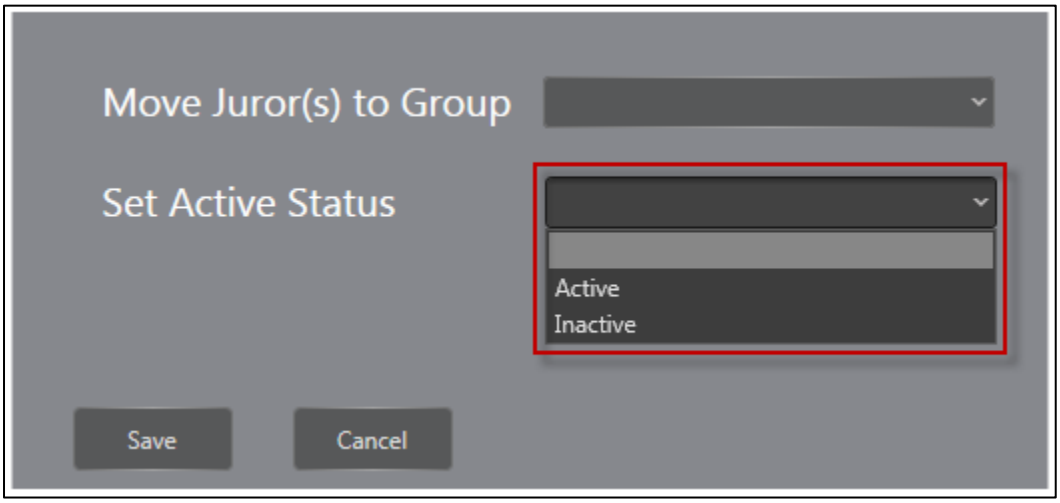


4. If moving Juror to another **Group,** select a group from the dropdown

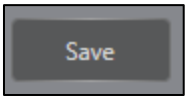


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5. If changing the **Status** of a Juror, select a status from the dropdown



6. When changes have been set, click **Save**



7. The changes will be saved

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Updating More Than One Juror at a Time

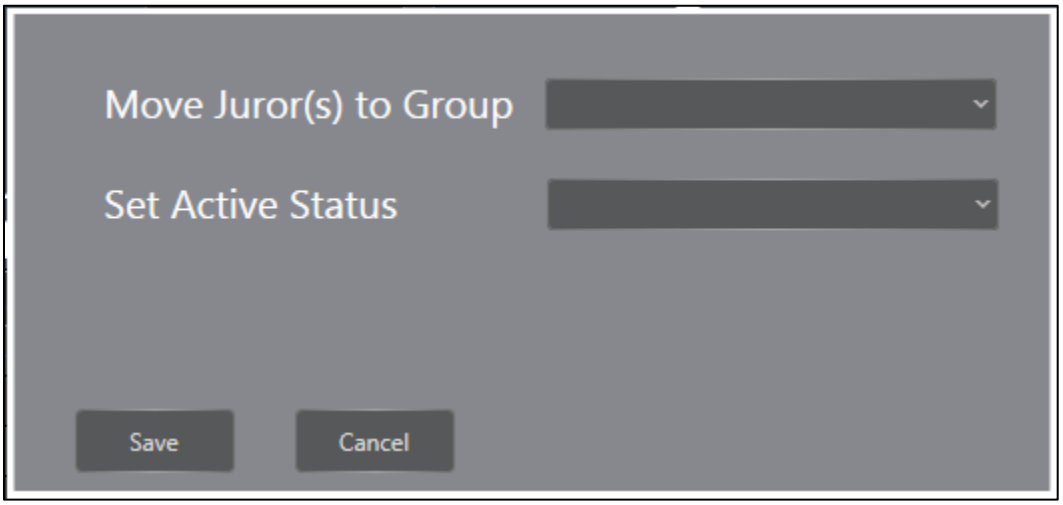
1. Select one or more jurors from the list

7	DEQUARTO, CHRISTINE MARIA	7358	1	225781		X	
8	LUNDEBERG, MARY ANNA	7359	1	269831		X	
9	CONSTANT, DIANE	7360	1	218156		X	
10	HODGES, RONALD HENRY	7361	1	247824		X	
11	BUNNER, RONALD G	7362	1	205850		X	
12	HELLER, CORA BECKER	7363	1	249898		X	
13	NIXON, GRACE E	7364	1	285416	-- Moved from Pool ID	X	

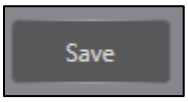
2. Click the Update Juror Status Button



3. Select **Group** or **Status**



4. Click **Save**



5. The changes will be saved

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Document Window

Viewing Existing Document for a Juror

1. Click the **Show Juror Document** icon



   a. Or use the Hotkey **Ctrl + J**
   b. If the juror has a document attached to them for this pool the image will appear

Adding New Document for a Juror in a Pool

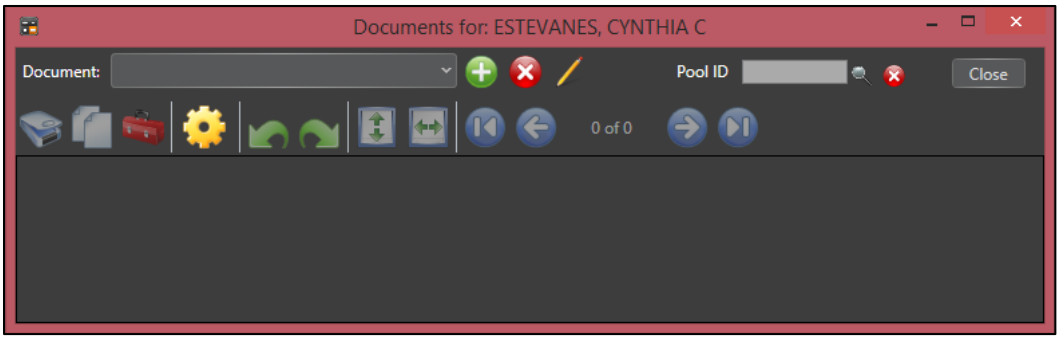
1. Click the **Show Juror Document** icon



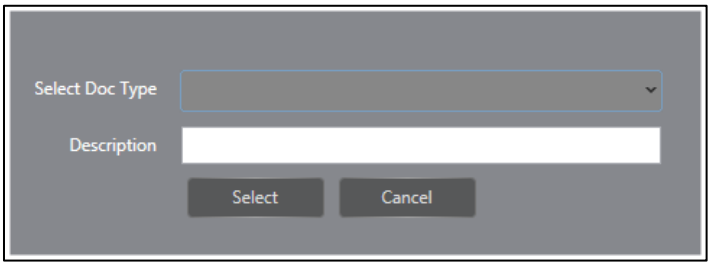
   a. Or use the Hotkey **Ctrl + J**
2. Click **Add Document**



3. The Document Window will open



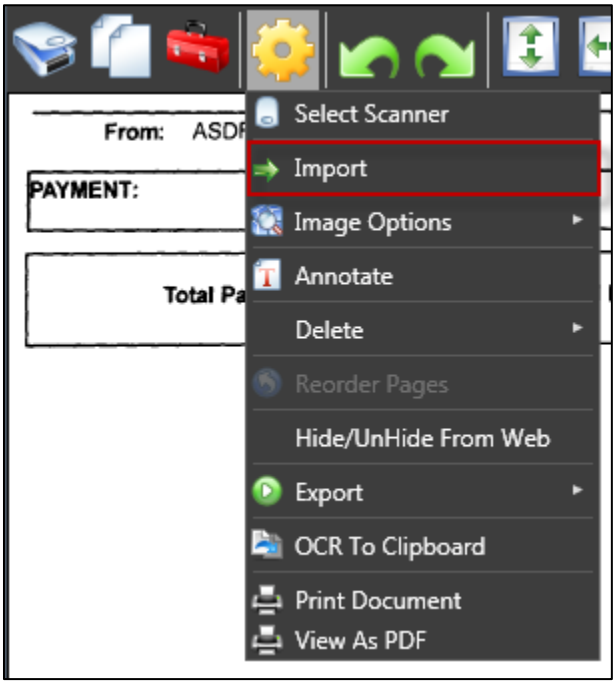
4. Select a Document Type from the dropdown, or manually enter one into the **Description** field



5. Click **Select**

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6. Once a Document Type is selected, the Document Options will become available
    a. **Scan, Scan Duplex, Scan With UI, and Options**
    b. The option to **Import** a document is in the Options menu



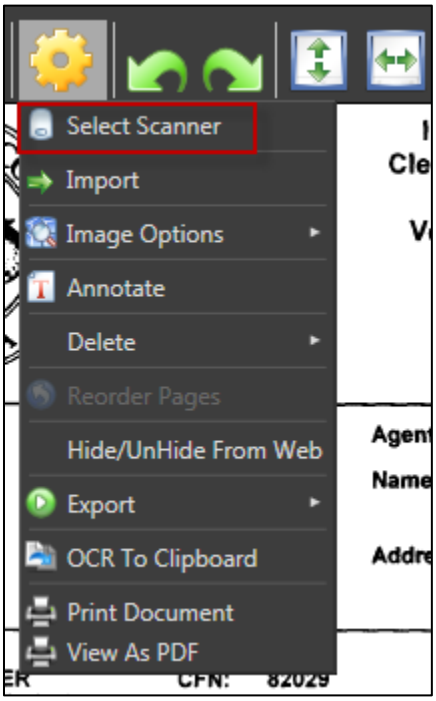
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Scanning Options

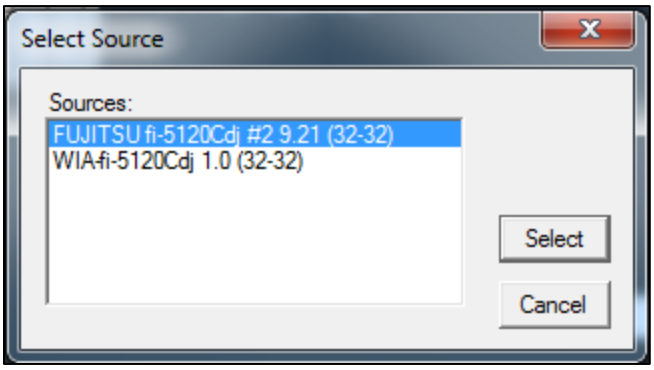
- Before scanning any document, users must **Select a Scanner** within Jurymark.
    1. Click the **Yellow Cog** icon



    2. The Options dropdown will appear
    3. Click the **Select Scanner** icon



    4. A window will appear. Any configured scanners will be in this window



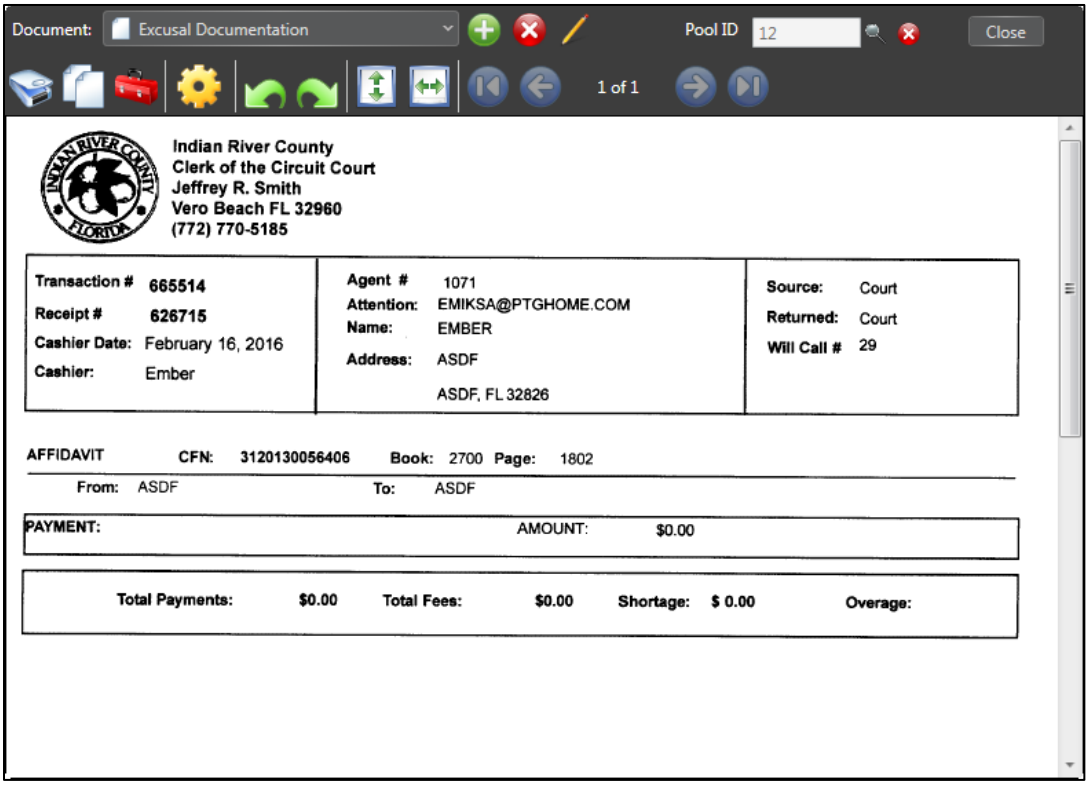
    5. Select a scanner
    6. Click **Select**
    7. Select a Scan Type

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- Scan
    1. Load document into the scanner
    2. Click the **Scan** icon



    3. Documents in scanner will be scanned

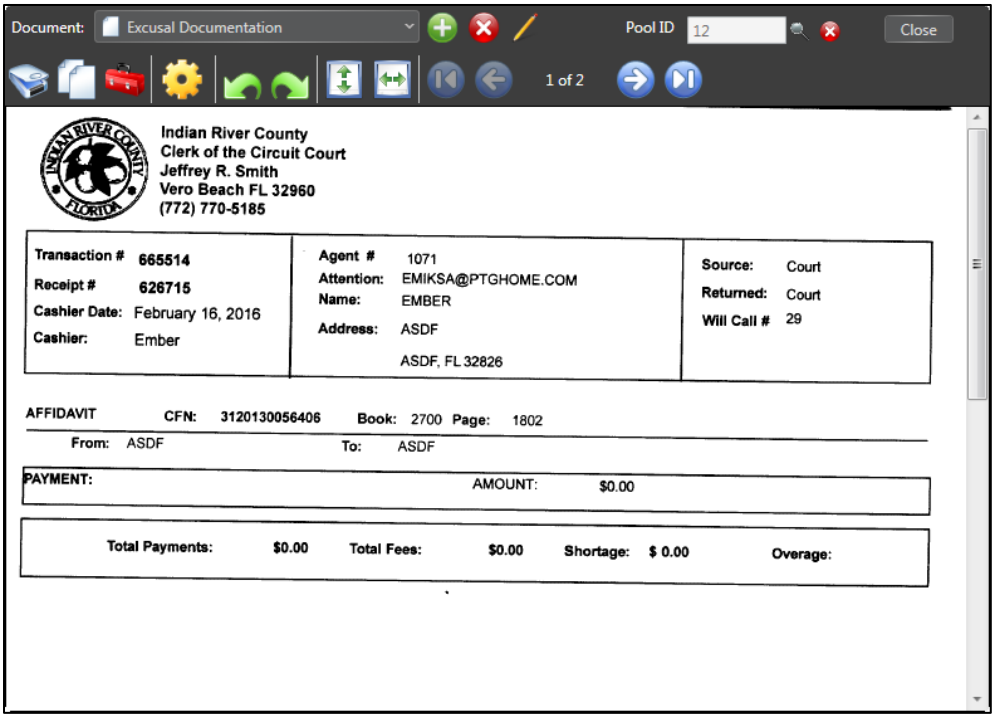


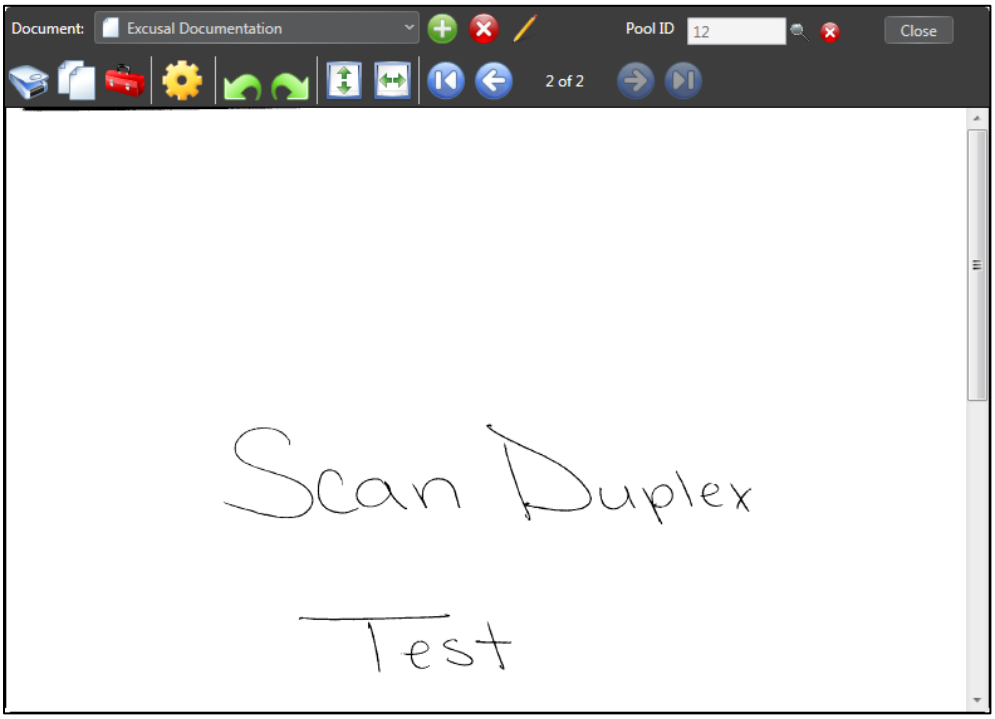
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- Scan Duplex
    1. Load document into the scanner
    2. Click the **Scan Duplex** icon



    3. Both sides of the document will be scanned



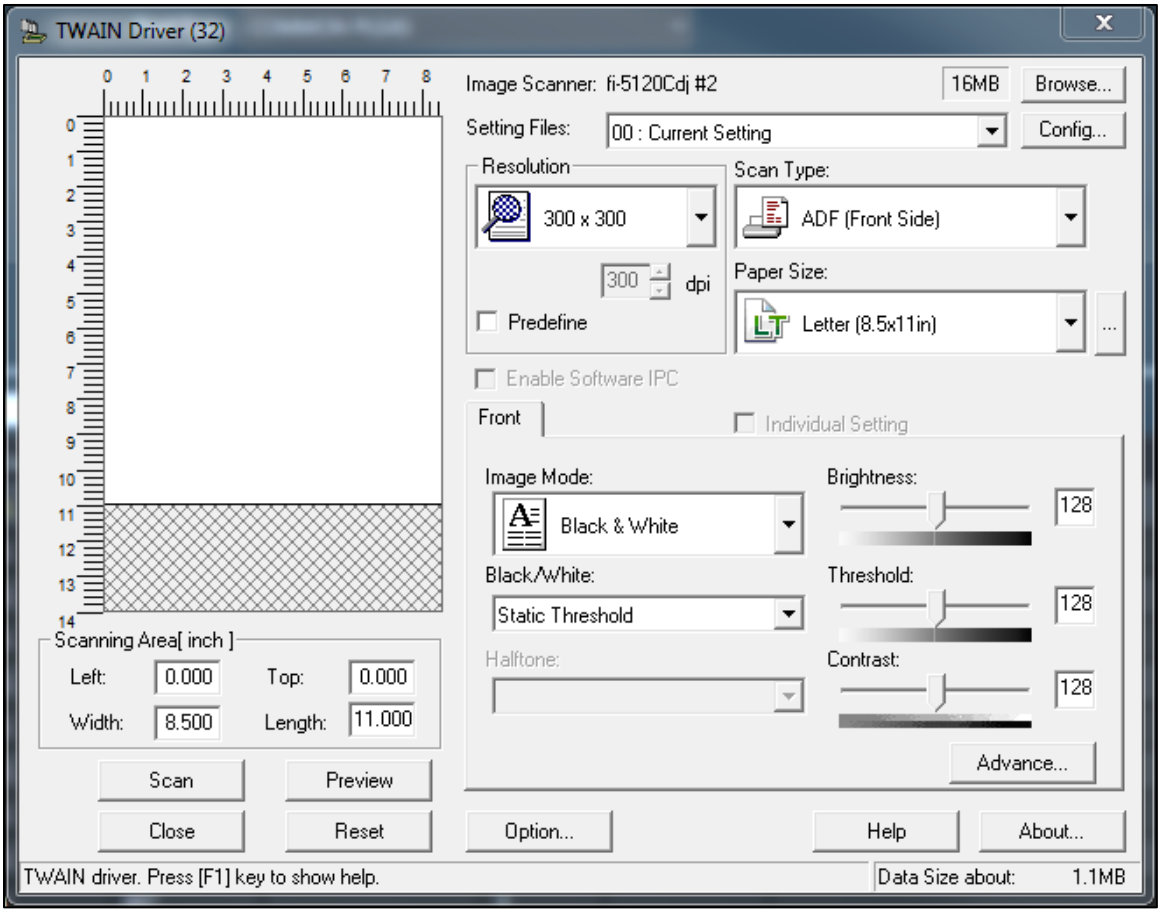


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- Scan With UI
    1. Load document into scanner
    2. Click the **Scan With UI** icon



    3. The Scan With UI window will appear



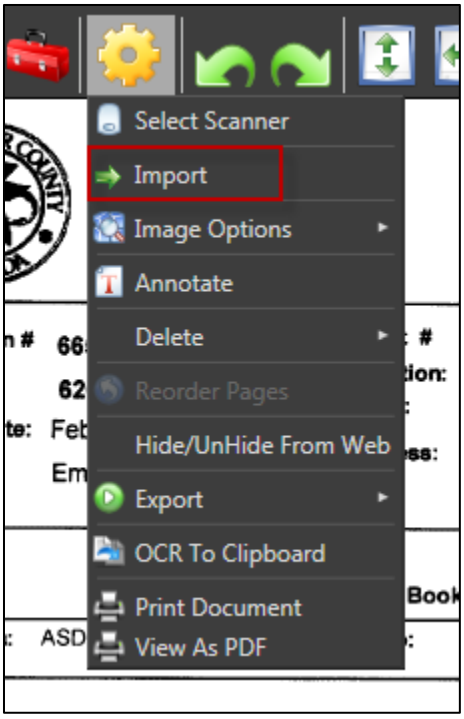
    4. Adjust the settings as needed
    5. Click the **Scan** button
    6. The document will be scanned

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- Import
    1. Click the **Yellow Cog** icon



    2. The Options dropdown will appear
    3. Select **Import**

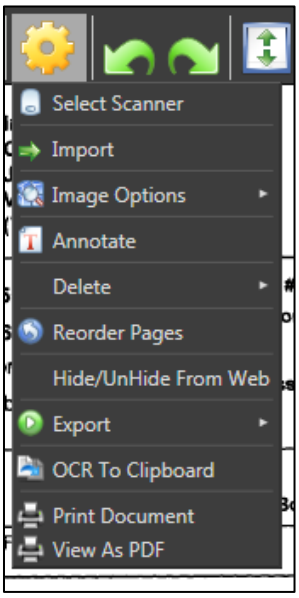


    4. A window will appear to select a document to be imported
    5. Select a document
    6. Click Open
    7. The image will be imported

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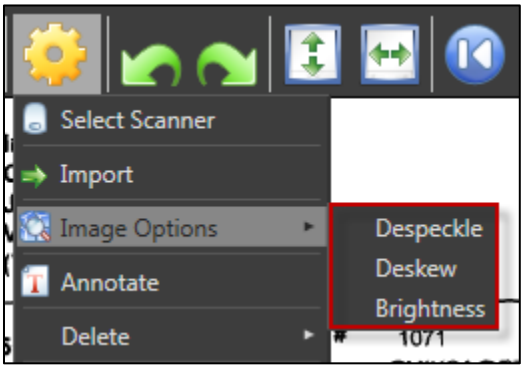
Document Tools

- In the Document Window, there are buttons to Edit, Manipulate, and Navigate the documents. Clicking the **Yellow Cog** icon will open a list of Options.

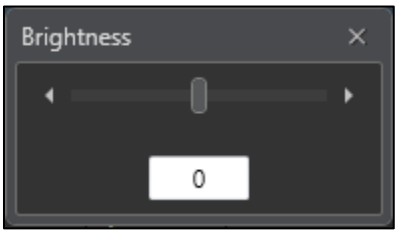


Document Options

- Image Options – Under this category the following options can be used to manipulate the document images.



  - Despeckle – Selecting this option will correct any imperfections in the document image.
  - Deskew - Selecting this option will correct an image that scanned in crookedly.
  - Brightness – Selecting this option will adjust the brightness on the scanner. A window will appear and users can increase or decrease the brightness. Users must **Rescan** the image.



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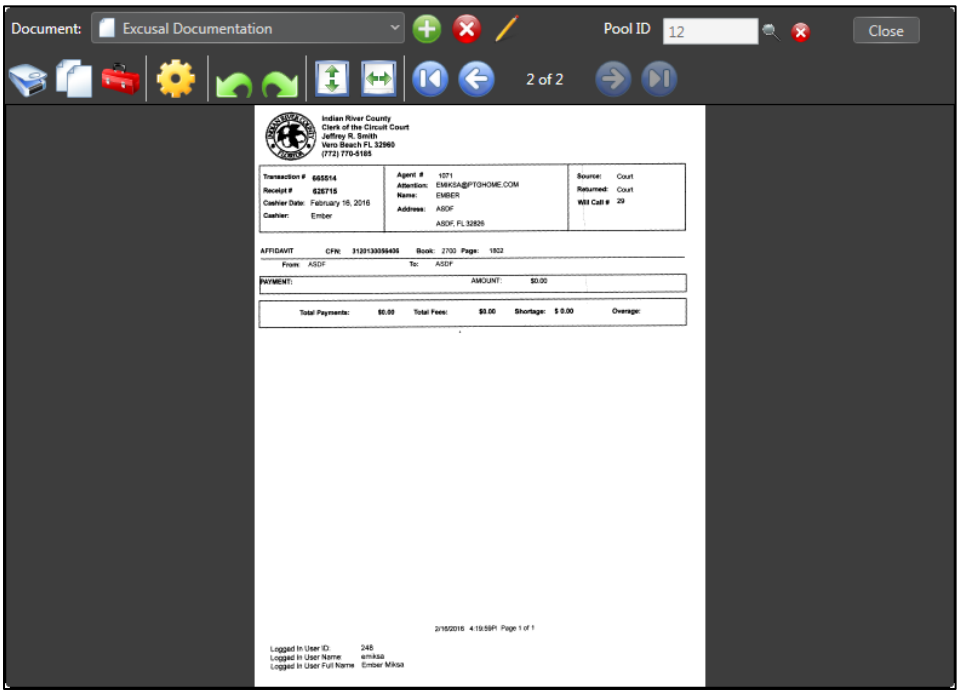
Navigation

- Rotation – There are two image rotation arrows in the Document Window Tool Bar. One will rotate the image to the left, and the other to the right.



- Fit to Window – There are two buttons on the Document Window which are used to fit the images either by Height or by Width.
- 
    - Fit to Height:

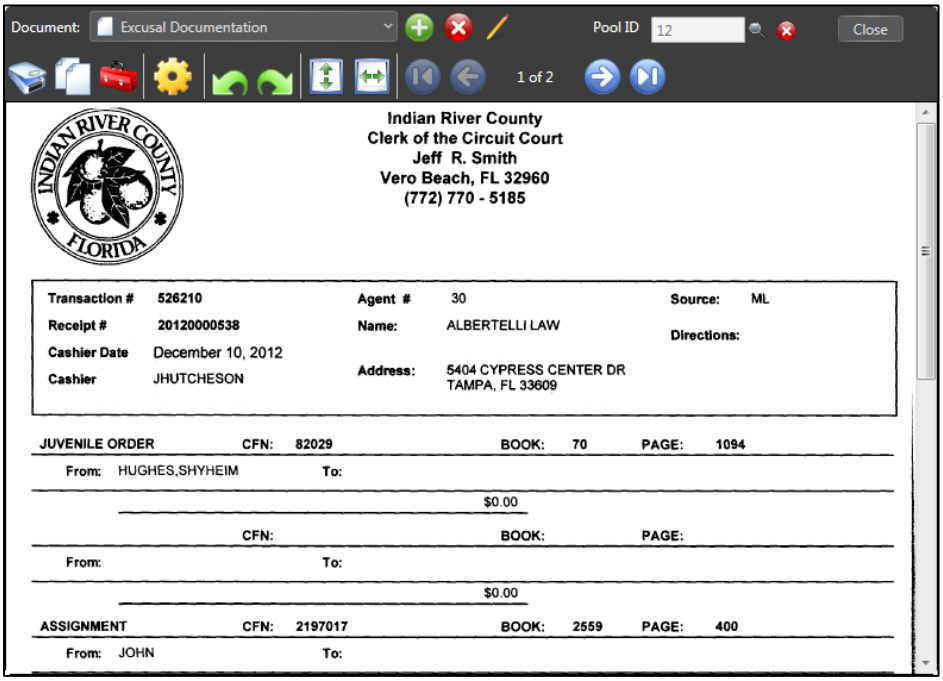




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- Fit to Width:





- First/Last – There are a set of arrows in the Document Window Toolbar, use the **Outer** arrows to move to the **First** or **Last** images of the document.



- Next/Previous – There are a set of arrows in the Document Window Toolbar, use the **Inner** arrows to move to the **Previous** or **Next** images of the document.



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Deleting Document for a Juror in Selected Pool

1. Click the **Show Juror Document** icon

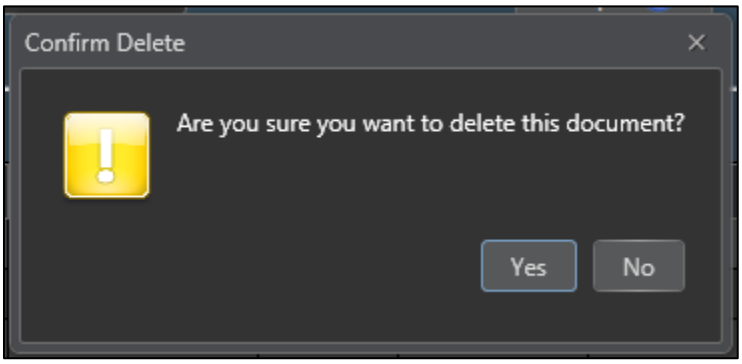


   a. Or use the Hotkey **Ctrl + J**

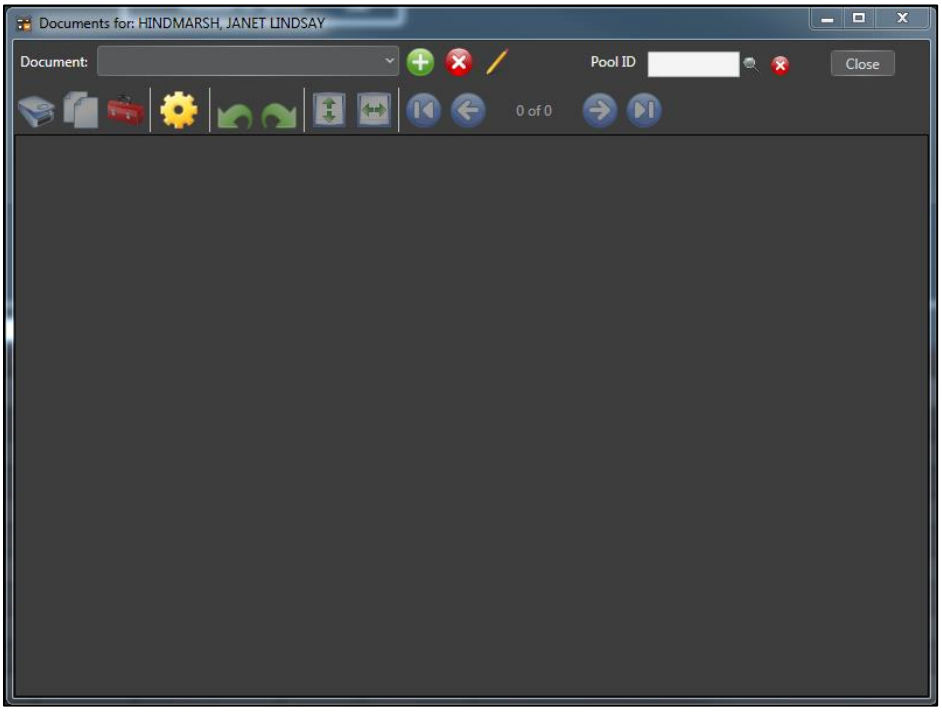
2. Select the **Red X** icon



3. A **Confirmation Message** will appear



4. Click **Yes** to continue
5. The Document will be deleted



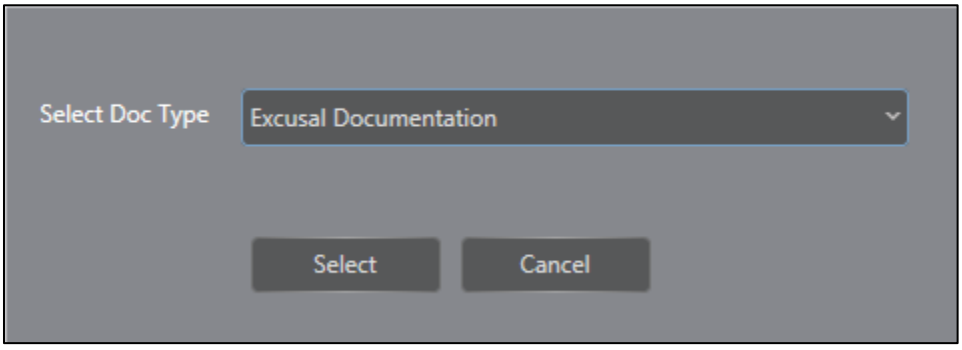
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Change Document Description

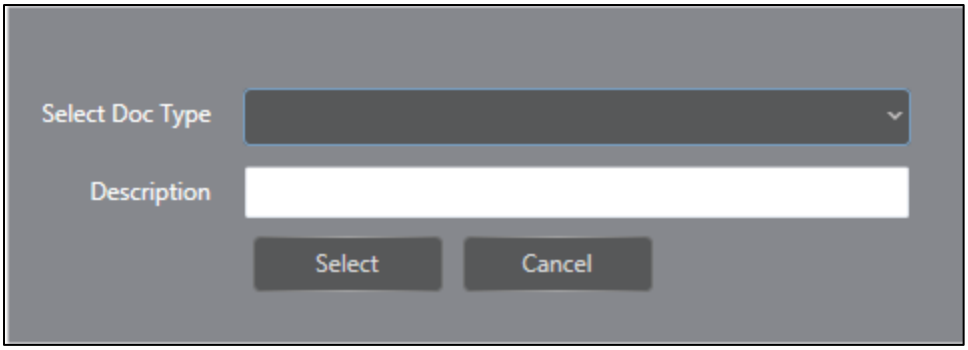
1. Click the **Change Document Description** icon



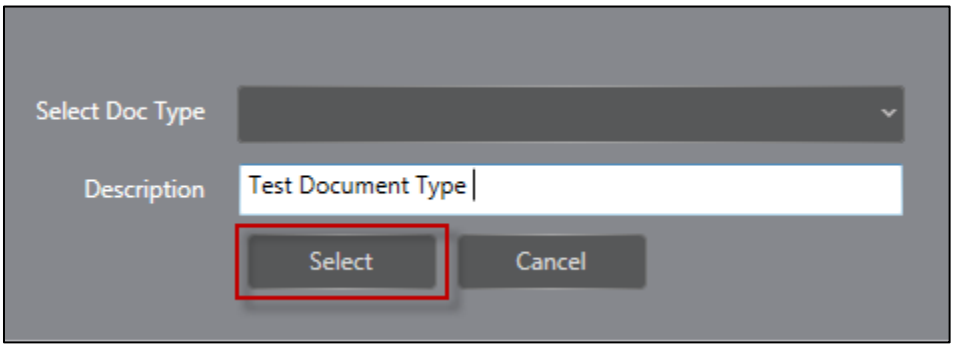
2. This will bring up the Document Type field



3. Select a Document Type from the dropdown
    a. To manually enter a Document Type, select the blank row from the dropdown for the Description field to appear.



4. Click **Select**



5. The Document Type will be changed

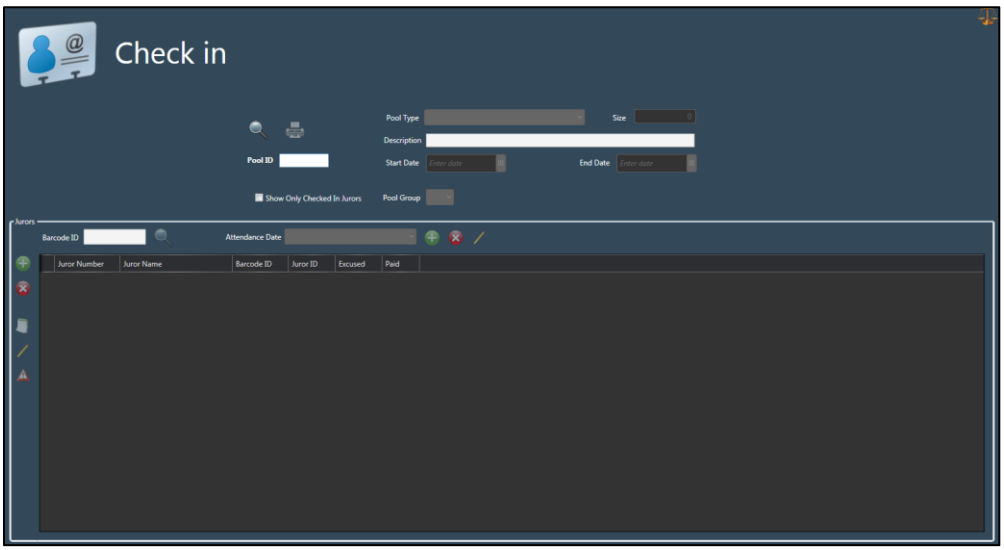


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Check In Workspace

- Click the **Check In** icon to open the Check In Workspace

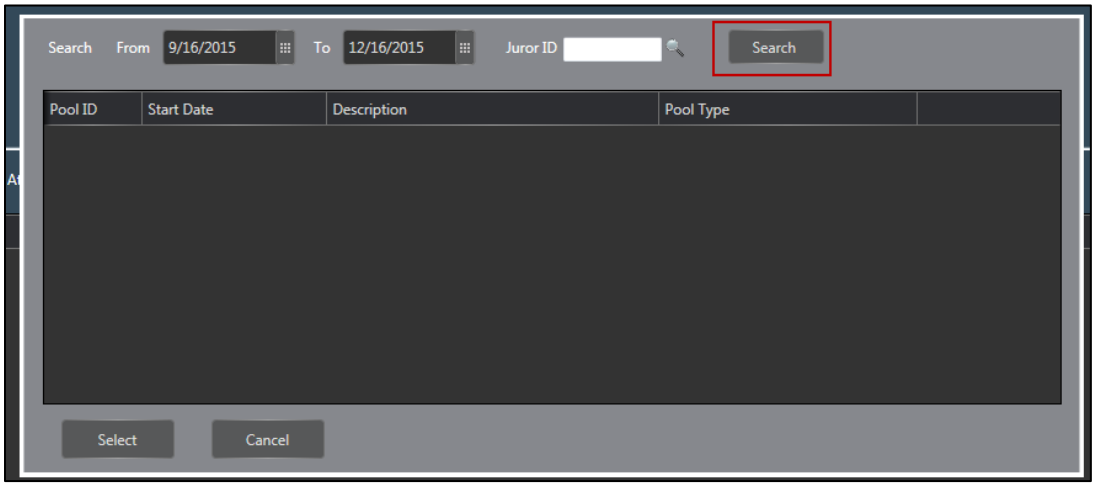




Pool Information

1. Open a pool
    a. **Browse Pools**
        i. Select the Magnifying Glass icon. A search window will appear, enter in search criteria, and click **Search**.



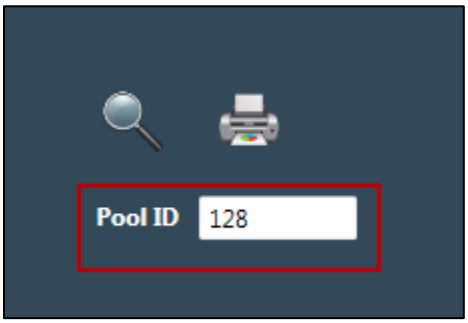


        ii. Select a pool from the results and click **Select**

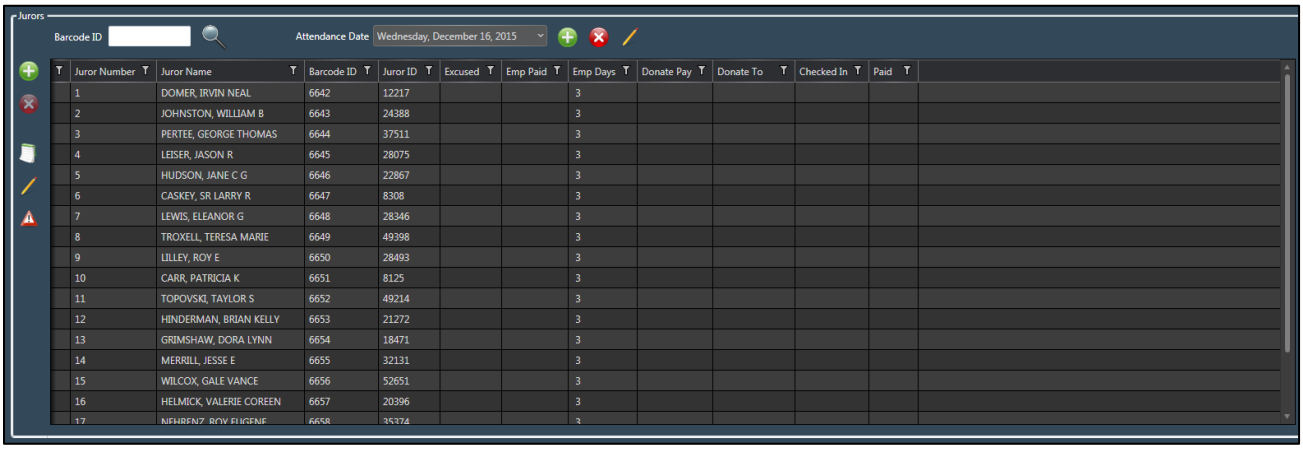
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b. **Enter in Pool ID**

i. Manually ender a Pool ID into the Text Box and press the **Enter** key



2. The available jurors in the pool will be listed

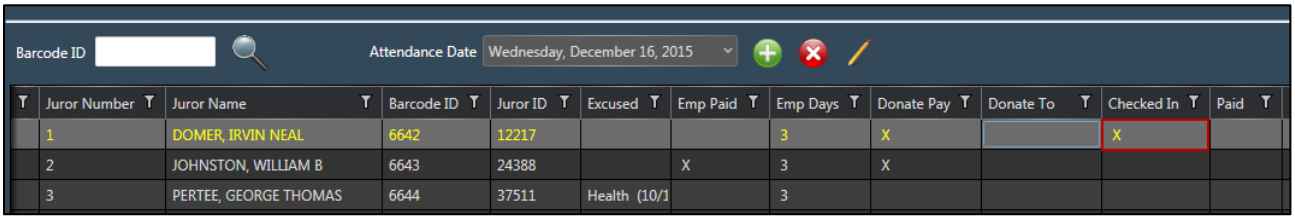


Juror Number	Juror Name	Barcode ID	Juror ID	Excused	Emp Paid	Emp Days	Donate Pay	Donate To	Checked In	Paid
1	DOMER, IRVIN NEAL	6642	12217			3				
2	JOHNSTON, WILLIAM B	6643	24388			3				
3	PERTEE, GEORGE THOMAS	6644	37511			3				
4	LEISER, JASON R	6645	28075			3				
5	HUDSON, JANE C G	6646	22867			3				
6	CASKEY, SR LARRY R	6647	8308			3				
7	LEWIS, ELEANOR G	6648	28346			3				
8	TROXELL, TERESA MARIE	6649	49398			3				
9	LILLEY, ROY E	6650	28493			3				
10	CARR, PATRICIA K	6651	8125			3				
11	TOPOVSKI, TAYLOR S	6652	49214			3				
12	HINDERMAN, BRIAN KELLY	6653	21272			3				
13	GRIMSHAW, DORA LYNN	6654	18471			3				
14	MERRILL, JESSE E	6655	32131			3				
15	WILCOX, GALE VANCE	6656	52651			3				
16	HELMICK, VALERIE COREEN	6657	20396			3				
17	NEHRENZ, ROY EUGENE	6658	35374			3				

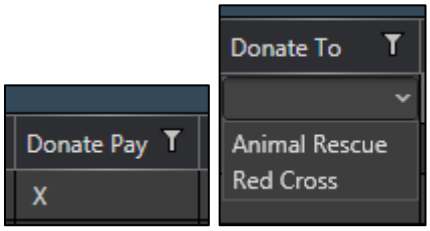
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Manual Check In

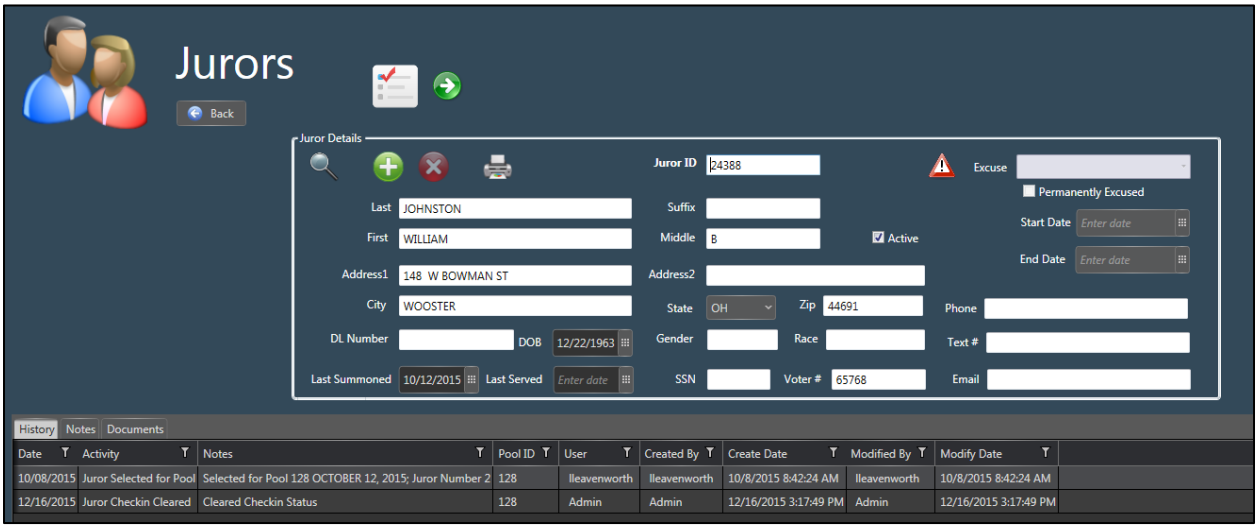
1. Select the juror, and double click in the **Checked In** box



   a. An **X** will appear marking them present
2. Users must check the **EMP Paid** box to indicate the juror getting paid by the employer.
   a. Unless the juror would like to donate their pay
      i. If the juror would like to donate their pay, users must check the **Donate Pay** check box, and select an option from the drop down in **Donate To.**



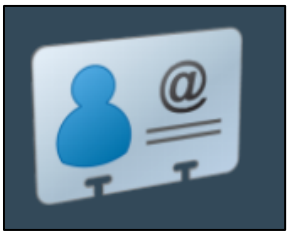
3. Double clicking the **Paid** field will bring the user to the Juror's screen with the selected juror's information



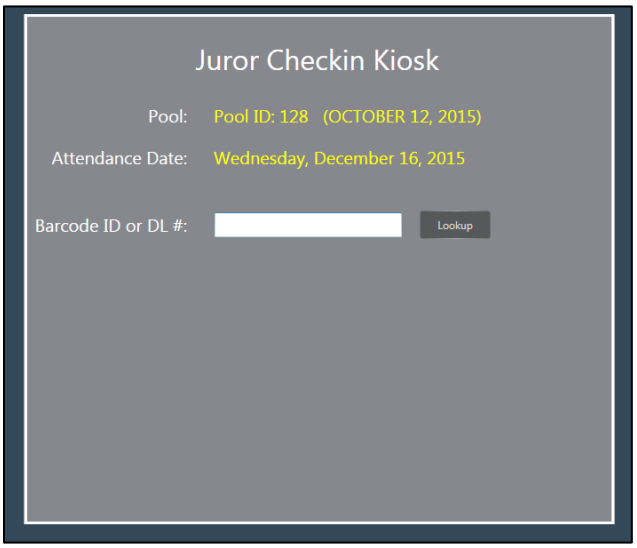
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Check In Kiosk

1. Users have the ability to have a kiosk where Jurors will scan their driver's licenses to check in.
2. To open the Kiosk, select the check in icon



3. The kiosk will open



4. To exit the Kiosk use the hotkey **Control + F4**
5. An Override message will appear



6. Enter in Override Credentials and a Reason for the Override.
7. Click **OK**
8. The Kiosk will be closed

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Jurors Tools

1. **Add Juror(s) to Attendance Date** – this button allows users to manually add jurors to a pool



2. **Remove Juror(s) from Attendance Date** – this button allows users to manually delete jurors from a pool

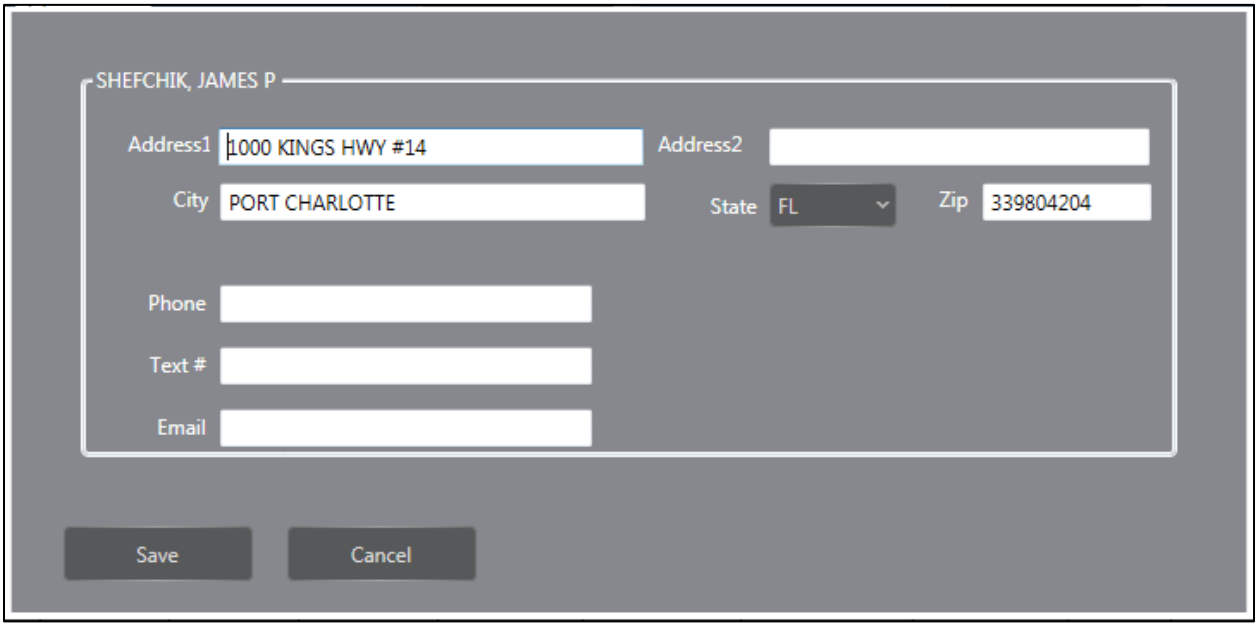


3. **Show Juror Documents** – this button opens up the document window. Users can view, add, delete, or edit juror documents.



4. **Edit Selected Juror** – this button opens up a window allowing users to edit the selected juror.





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Document Window

Viewing Existing Document for a Juror

1. Click the **Show Juror Document**



   a. Or use the Hotkey **Ctrl + J**
   b. If the juror has a document attached to them for this pool the image will appear

Adding New Document for a Juror in a Pool

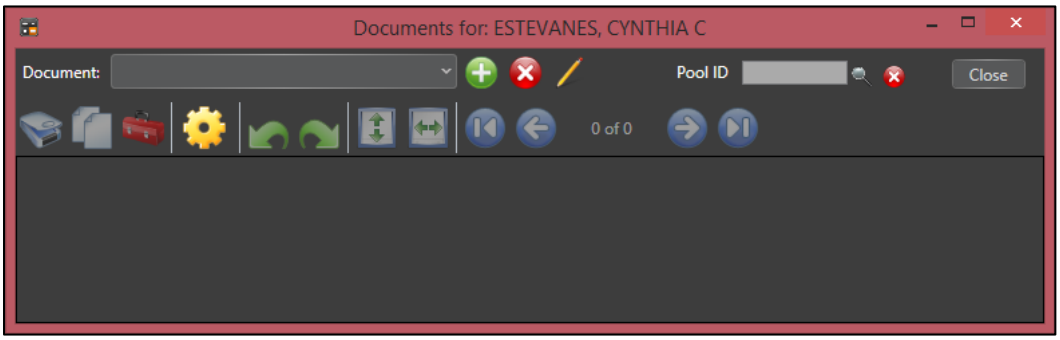
1. Click the **Show Juror Document** icon



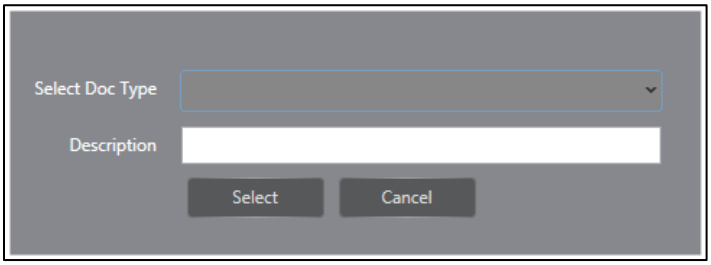
   a. Or use the Hotkey **Ctrl + J**
2. Click **Add Document**



3. The Document Window will open

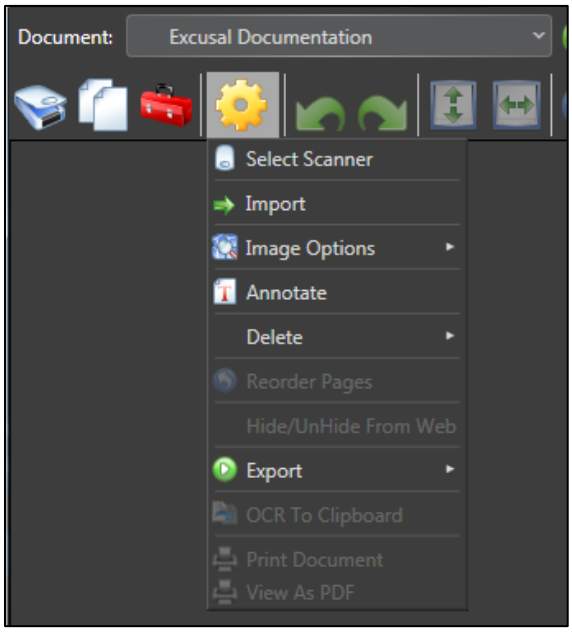


4. Select a Document Type from the dropdown, or manually enter one into the **Description** field



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5. Click **Select**.
6. Once a Document Type is selected, the Document Options will become available
    a. **Scan, Scan Duplex, Scan With UI, and Options**
    b. The option to **Import** a document is in the Options menu



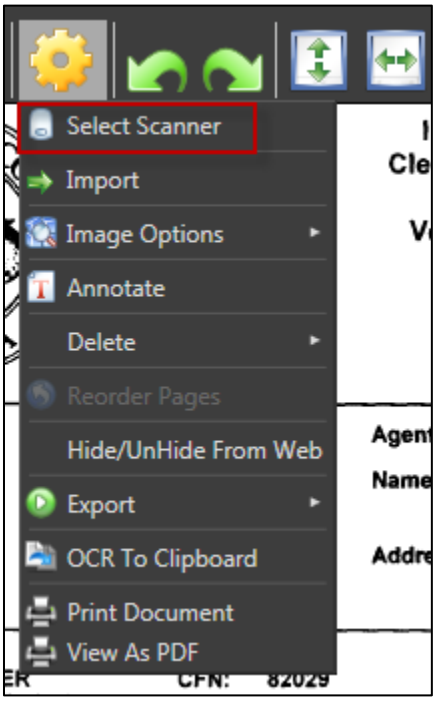
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Scanning Options

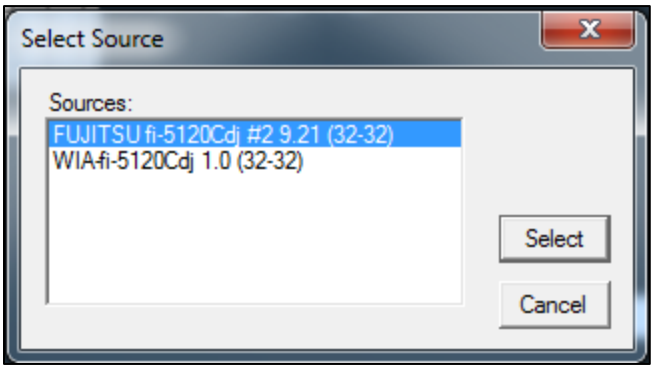
- Before scanning any document, users must **Select a Scanner** within Jurymark.
    1. Click the **Yellow Cog** icon



    2. The Options dropdown will appear
    3. Click the **Select Scanner** icon



    4. A window will appear. Any configured scanners will be in this window



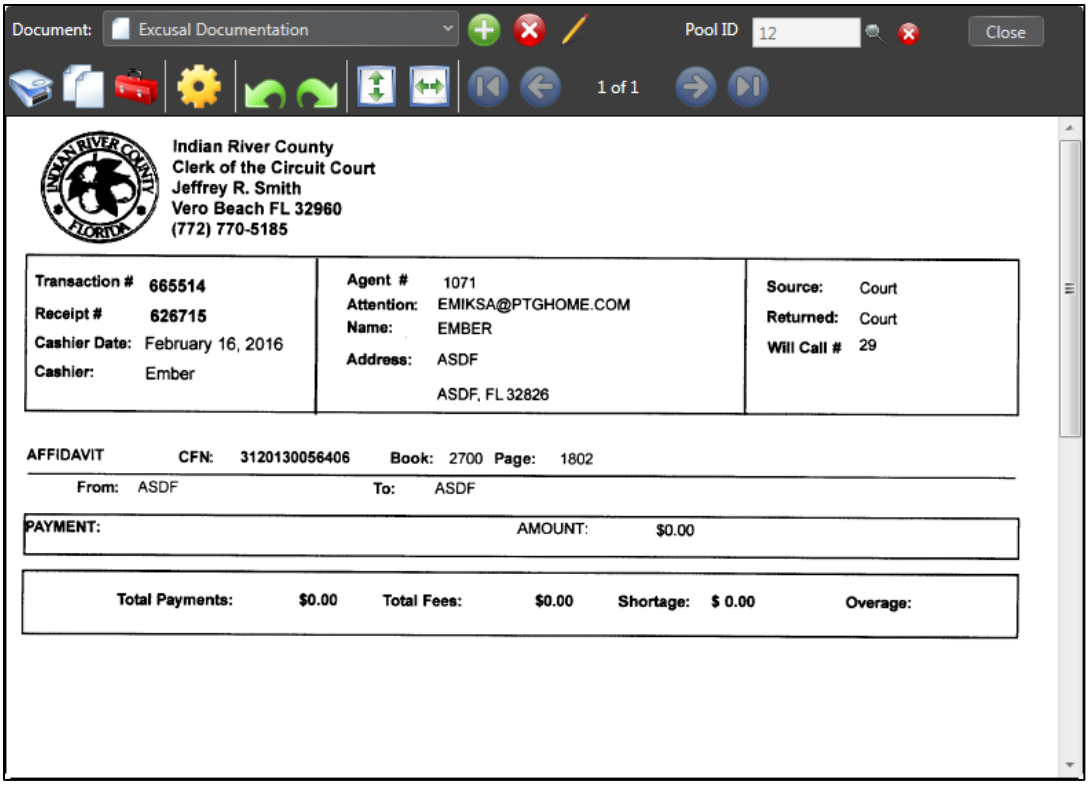
    5. Select a scanner
    6. Click **Select**
    7. Select a Scan Type

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- Scan
    1. Load document into the scanner
    2. Click the **Scan** icon



    3. Documents in scanner will be scanned

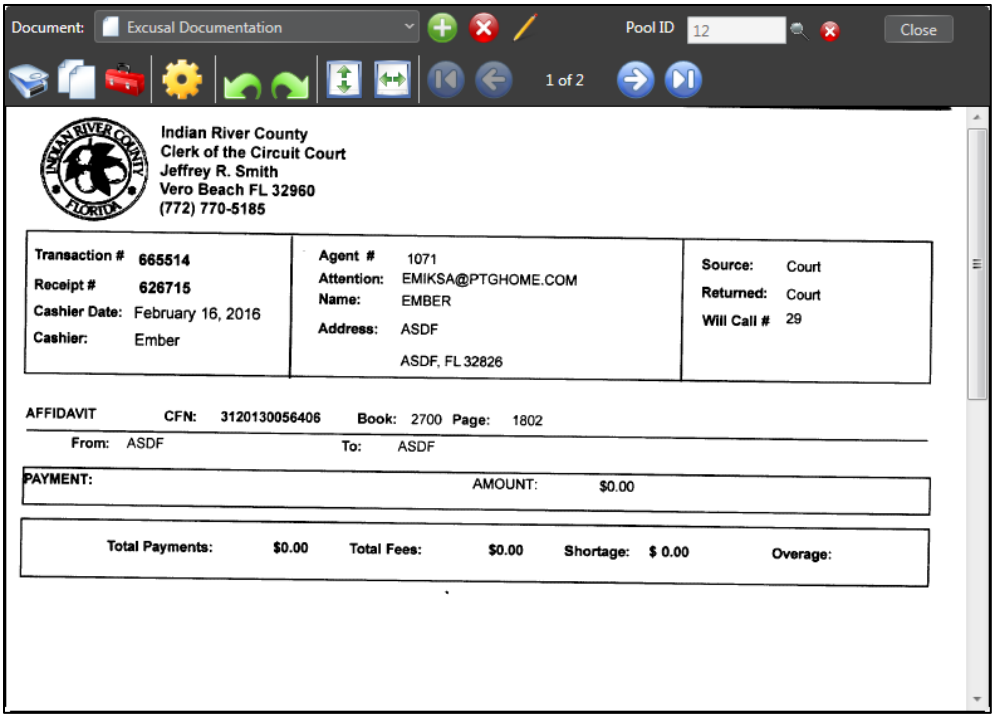


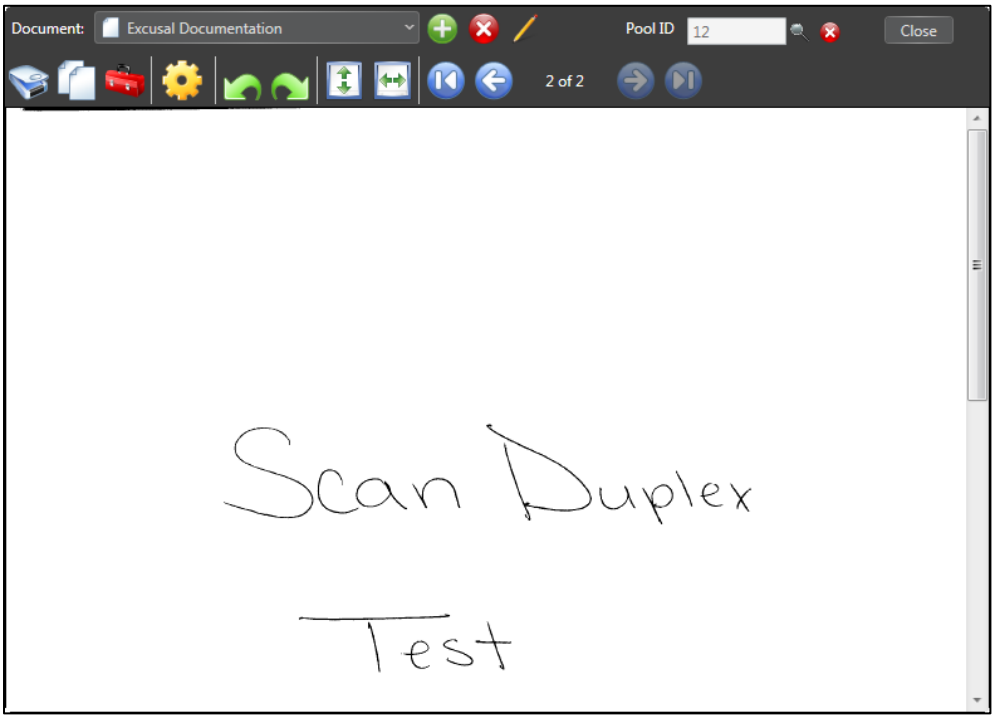
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- Scan Duplex
    1. Load document into the scanner
    2. Click the **Scan Duplex** icon



    3. Both sides of the document will be scanned



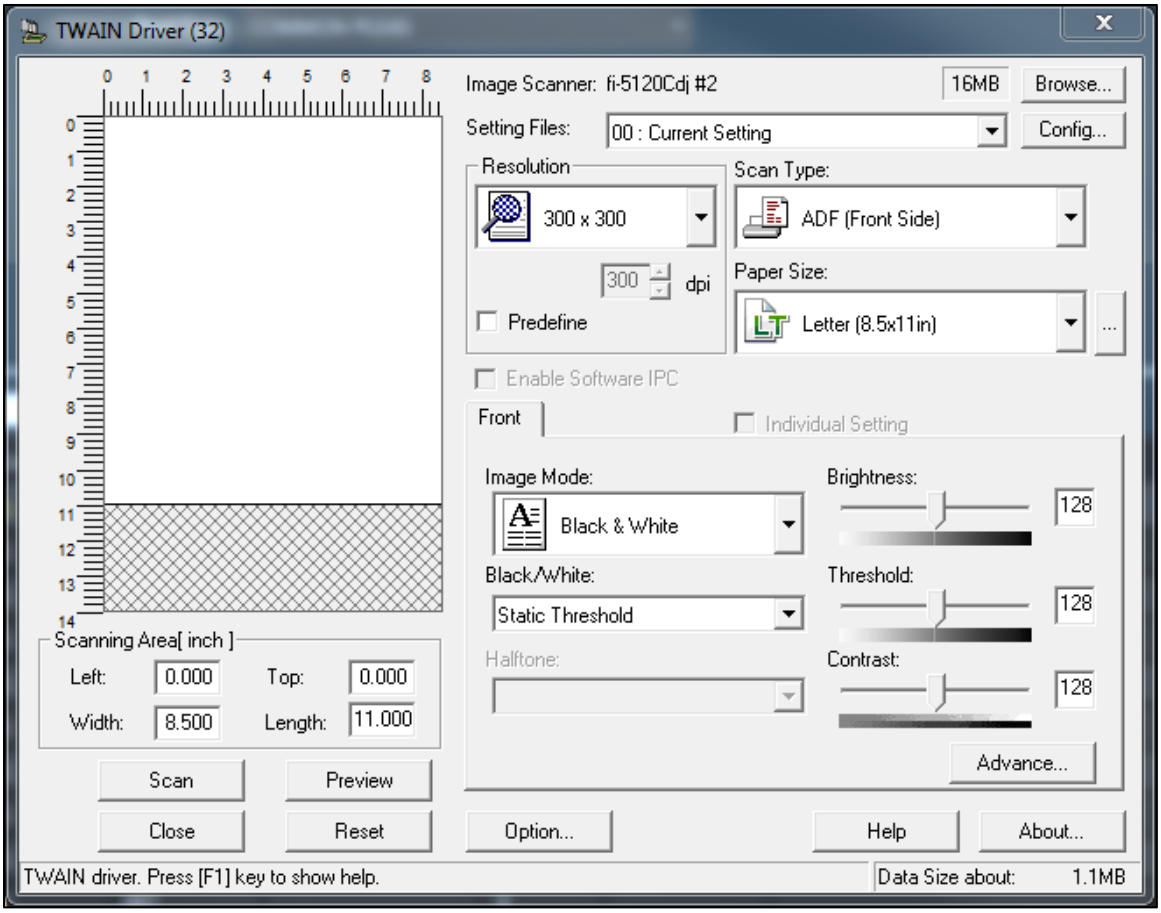


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- Scan With UI
    1. Load document into scanner
    2. Click the **Scan With UI** icon



    3. The Scan With UI window will appear



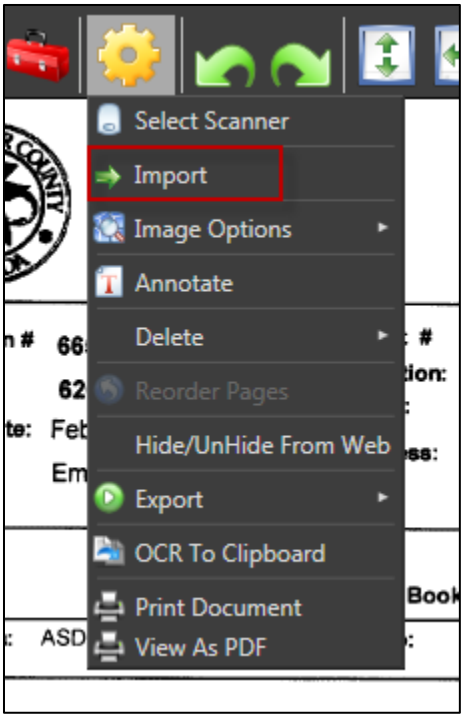
    4. Adjust the settings as needed
    5. Click the **Scan** button
    6. The document will be scanned

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- Import
    1. Click the **Yellow Cog** icon



    2. The Options dropdown will appear
    3. Select **Import**

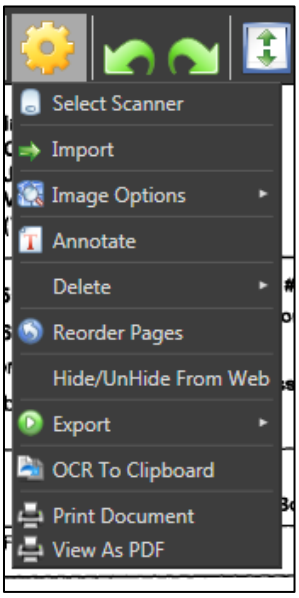


    4. A window will appear to select a document to be imported
    5. Select a document
    6. Click Open
    7. The image will be imported

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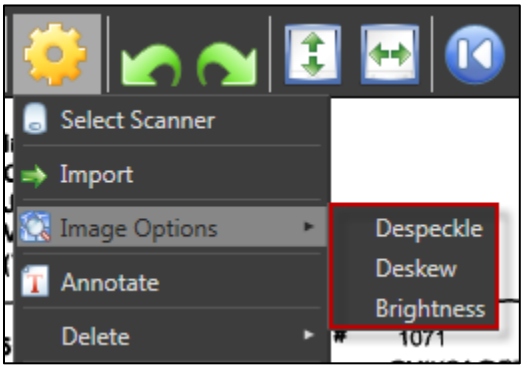
Document Tools

- In the Document Window, there are buttons to Edit, Manipulate, and Navigate the documents. Clicking the **Yellow Cog** icon will open a list of Options.

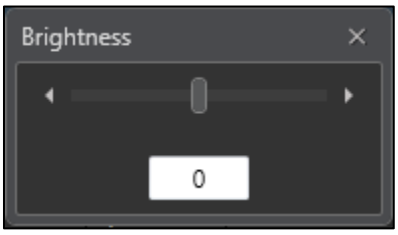


Document Options

- Image Options – Under this category the following options can be used to manipulate the document images.



  - Despeckle – Selecting this option will correct any imperfections in the document image.
  - Deskew - Selecting this option will correct an image that scanned in crookedly.
  - Brightness – Selecting this option will adjust the brightness on the scanner. A window will appear and users can increase or decrease the brightness. Users must **Rescan** the image.



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Navigation

- Rotation – There are two image rotation arrows in the Document Window Tool Bar. One will rotate the image to the left, and the other to the right.

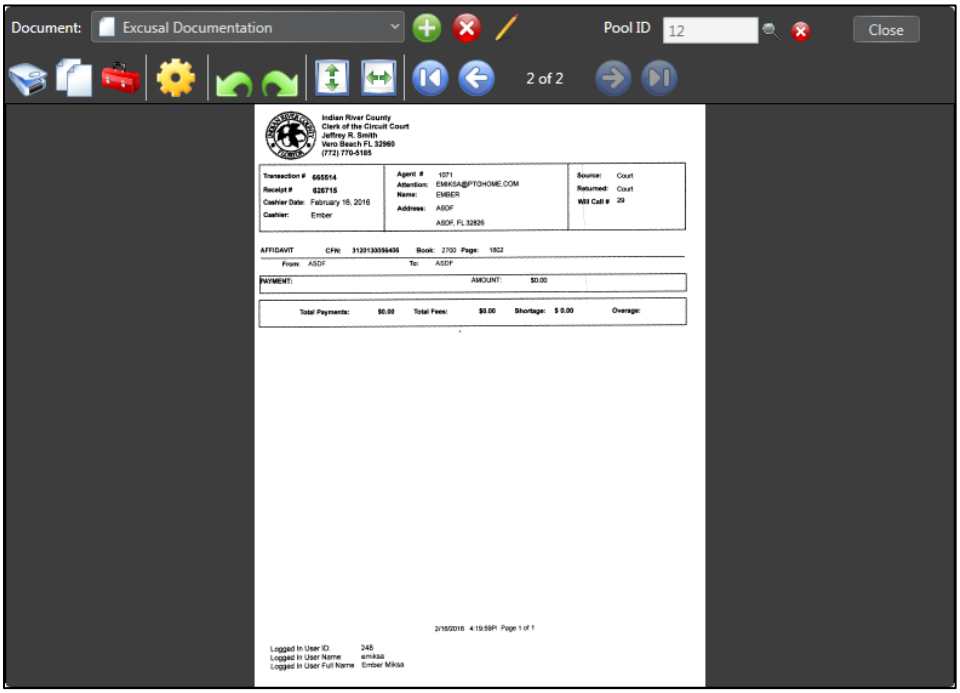


- Fit to Window – There are two buttons on the Document Window which are used to fit the images either by Height or by Width.



  - Fit to Height:

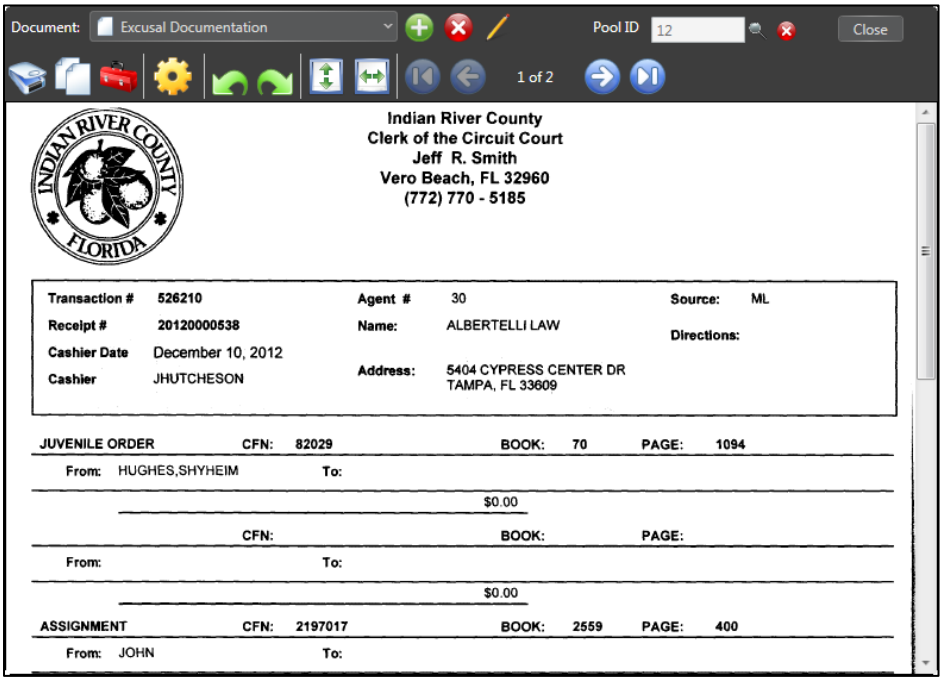




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- Fit to Width:





- First/Last – There are a set of arrows in the Document Window Toolbar, use the **Outer** arrows to move to the **First** or **Last** images of the document.



- Next/Previous – There are a set of arrows in the Document Window Toolbar, use the **Inner** arrows to move to the **Previous** or **Next** images of the document.



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Deleting Document for a Juror in Selected Pool

1. Click the **Show Juror Document** icon

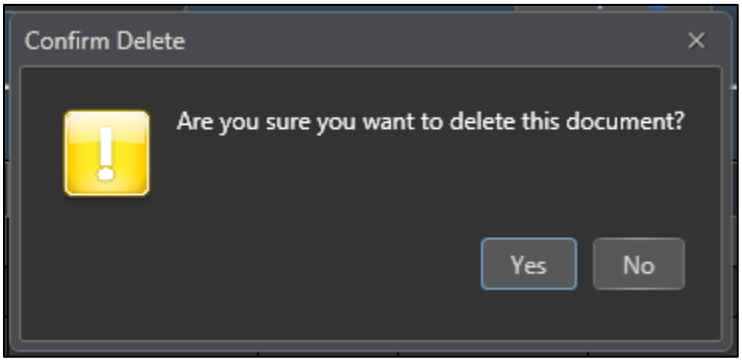


   a. Or use the Hotkey **Ctrl + J**

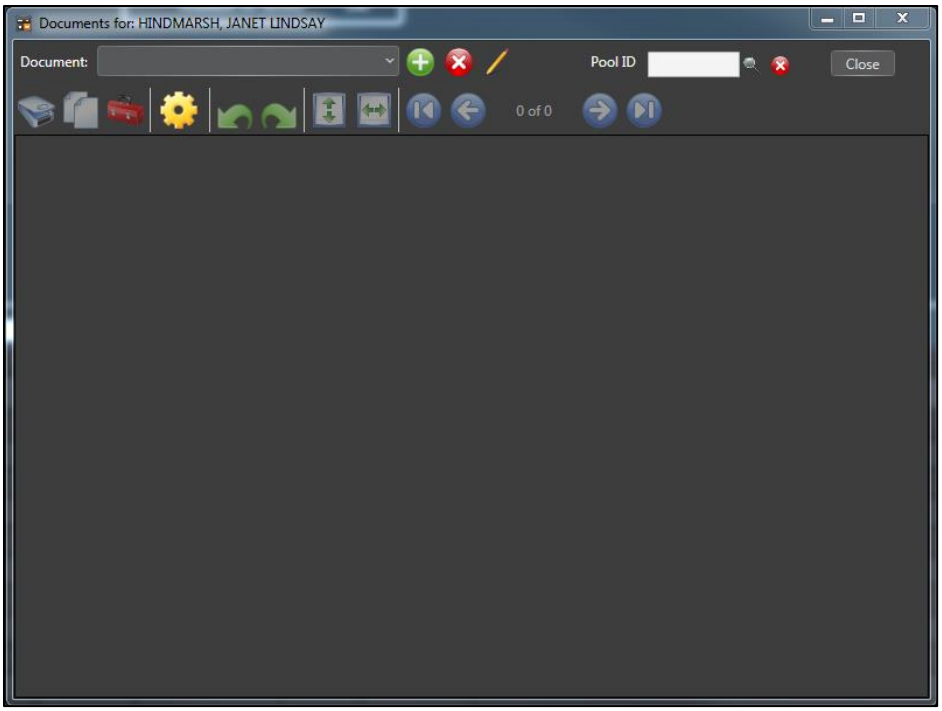
2. Select the **Red X** icon



3. A **Confirmation Message** will appear



4. Click **Yes** to continue
5. The Document will be deleted



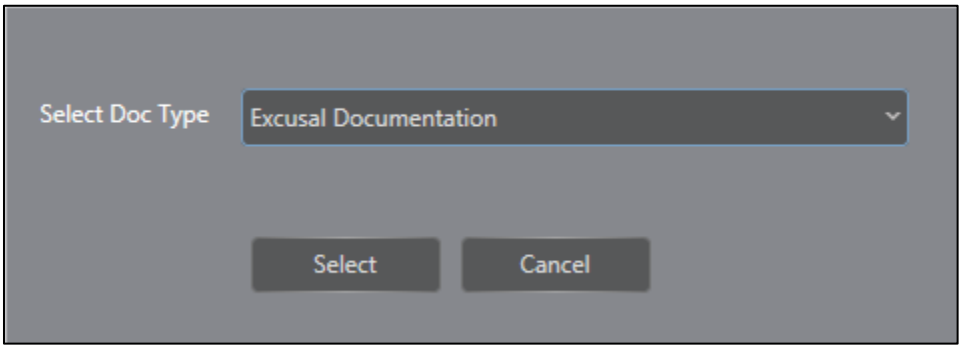
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Change Document Description

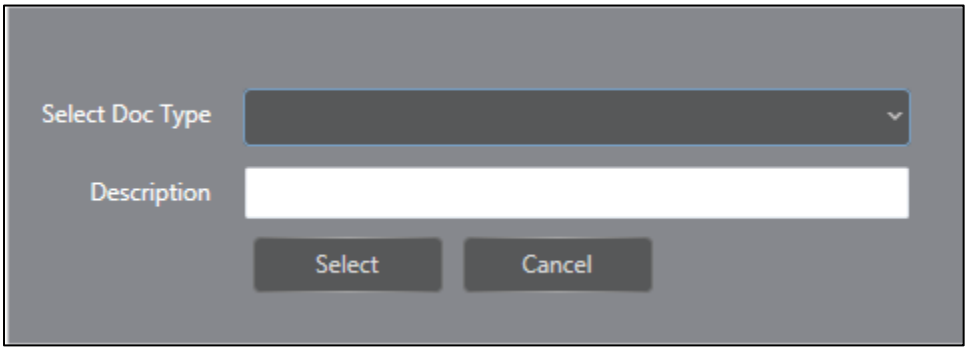
1. Click the **Change Document Description** icon



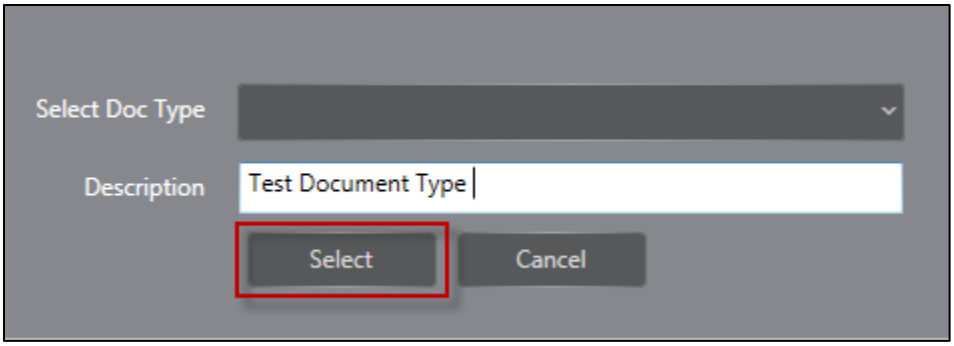
2. This will bring up the Document Type field



3. Select a Document Type from the dropdown
    a. To manually enter a Document Type, select the blank row from the dropdown for the Description field to appear.



4. Click **Select**



5. The Document Type will be changed



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Edit Selected Juror

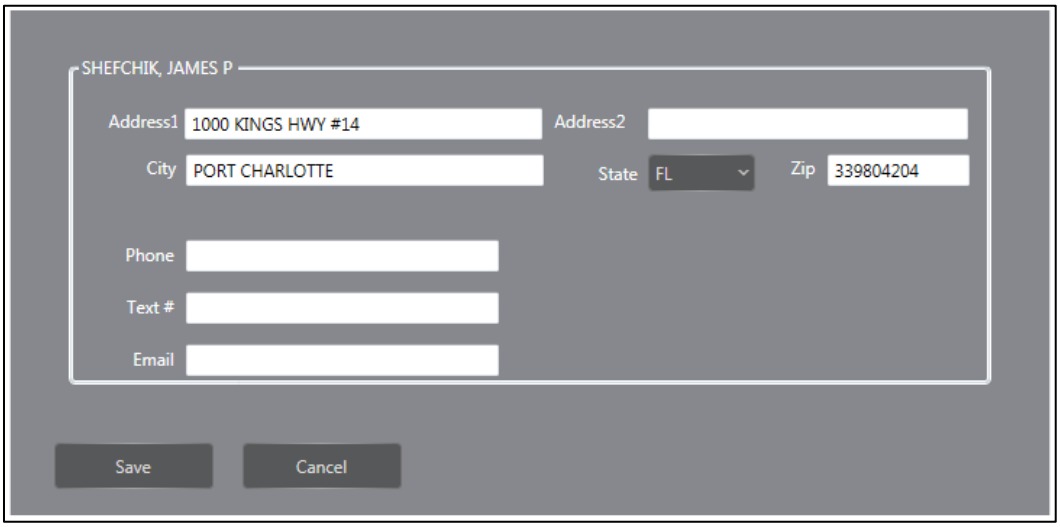
1. Select a juror

Juror Number	Juror Name	Barcode ID	Juror ID	Excused	Emp Paid
1	HINDMARSH, JANET LINDSAY	1829	32		☑
2	POWELL, RICHARD EMMER	1830	473		☑
3	LIBBY, ELSBETH GERTRUDE	1831	447		☐
4	SHEFCHIK, JAMES P	1832	415		☐
5	QUAILE, ROBERT L	1833	828		☐

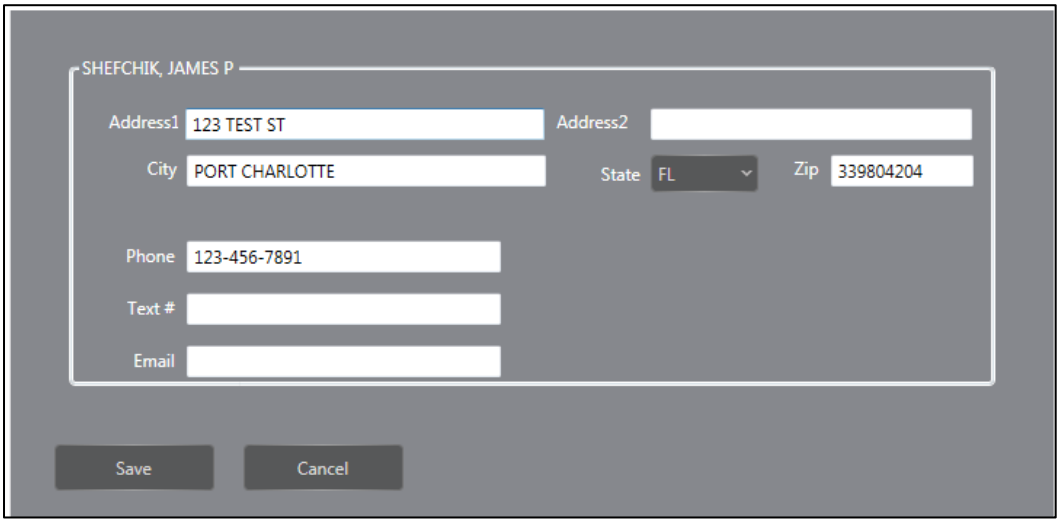
2. Select the **Edit Selected Juror** icon



3. A window to edit the juror will appear



4. Make changes to the juror



5. Click **Save**
6. The juror information will be updated

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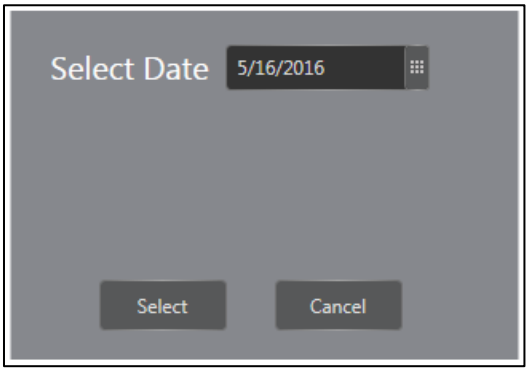
Attendance Dates

Add an Attendance Date

1. Click the **Green Plus** icon

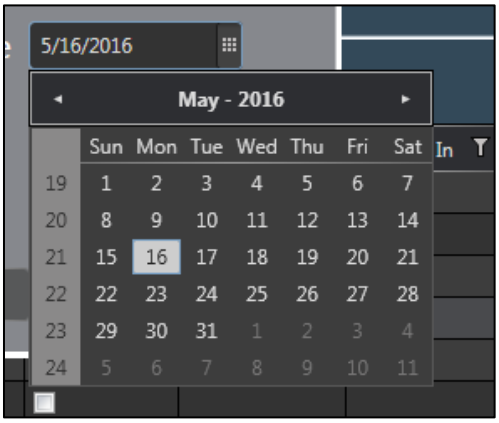


2. A window will appear

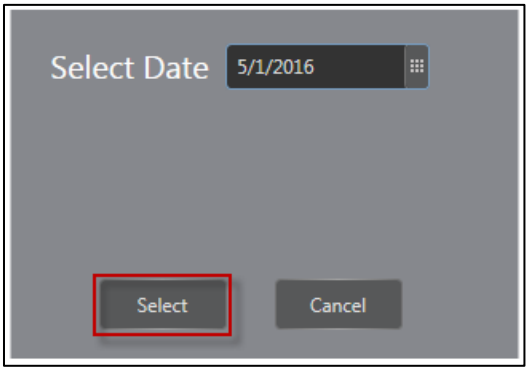


   a. The date will default to today's date

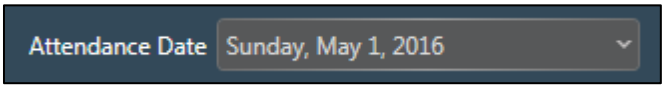
3. Manually enter a date or select a date from the calendar view



4. Click **Select**



5. The date will be set as the Attendance Date

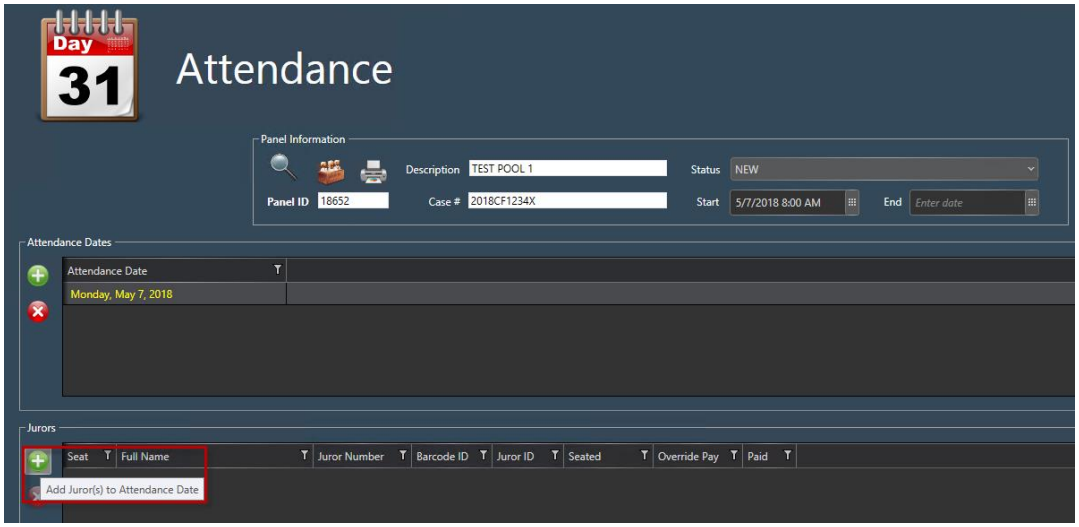


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6. You are now ready to add jurors to an Attendance Date. Attendance Dates only need to be created for jurors who were sent to a panel whether it be for Voir Dire or for the actual trial so they can be properly counted for state reporting.

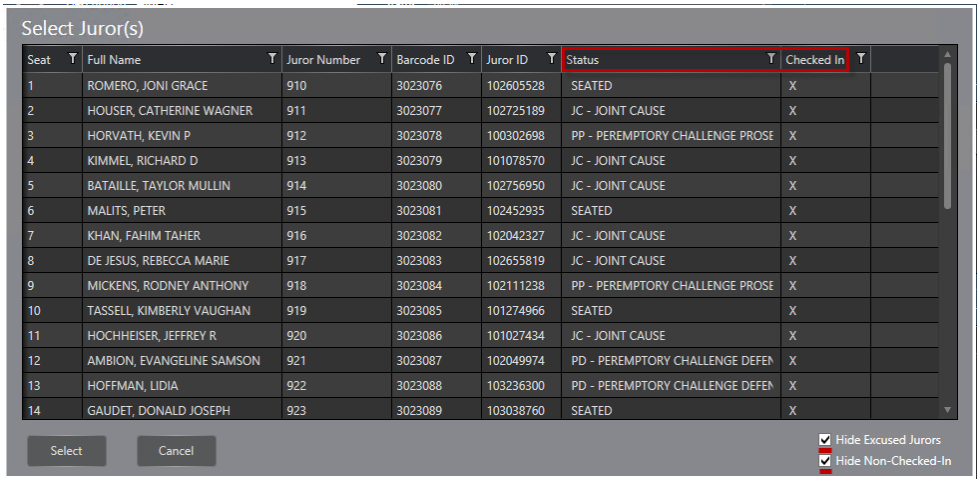
Adding Jurors to an Attendance Date

1. To create attendance records for jurors appearing for a panel:
    a. After adding an attendance date, click on the bottom plus sign to 'Add Juror(s) to Attendance Date'



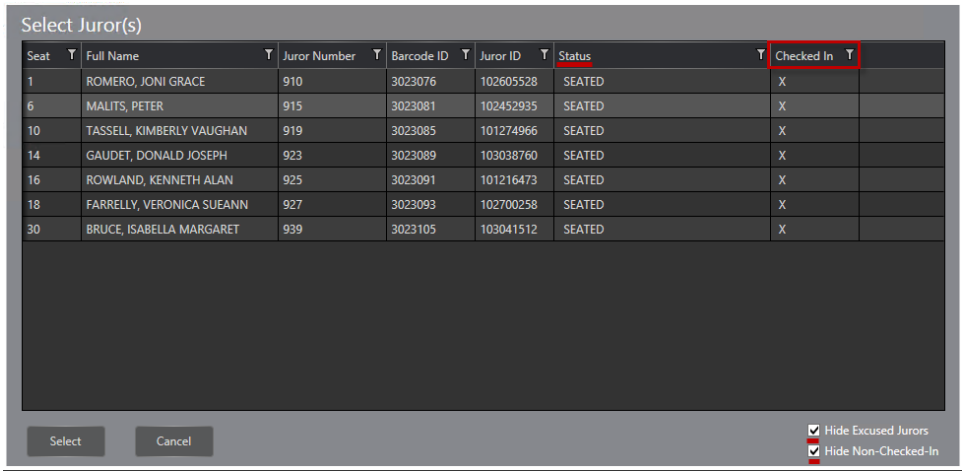
    b. The below window will populate which will allow you to filter various ways and will default so you initially see only checked in jurors.
    Note: If you are checking in jurors electronically on a daily basis already, that will ensure they are paid for each day, otherwise, the attendance dates will drive payment for days they served on a panel.

    c. When creating attendance for jurors on the 1st day of the panel, you will notice you will have checked in jurors with multiple panel juror statuses since you want to include all jurors sent up on a panel for voir dire (whether they were selected or not).



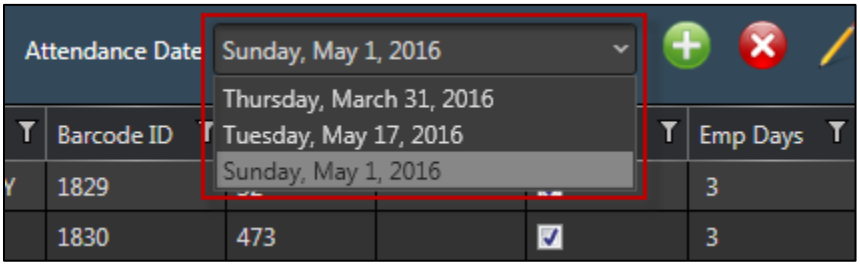
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d. At this point you can hit ctrl + a - to select all jurors to be added to the 1st day's attendance day. Click Ok.
e. You would follow the previously mentioned steps to add Attendance Date(s) for subsequent days.
f. When adding jurors to subsequent days, you will notice your list of jurors to select from will likely be shorter since typically a smaller number of jurors will return / check in on subsequent days. You will only need to select returning panel jurors who have checked in whether it be for multiple day voir dire or for the actual trial (window will still be defaulted to see only checked in jurors).
g. Select all jurors to be added to the subsequent day's attendance and Click Ok. You will follow the same steps for as many days as the panel returns until trial is complete.

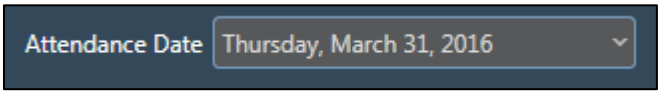


Select an Attendance Date

1. If multiple Attendance Dates have been added to the Pool, users can select different Attendance dates in the dropdown



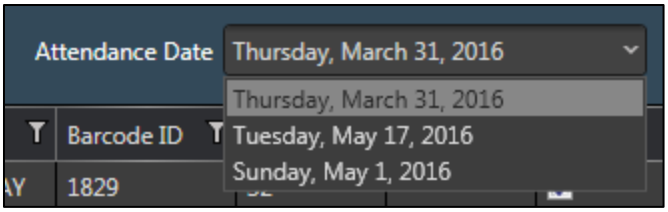
2. The date will be changed



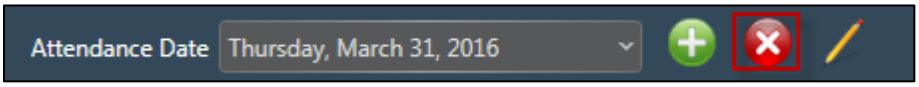
Remove an Attendance Date

1. Select the date to be removed from the dropdown

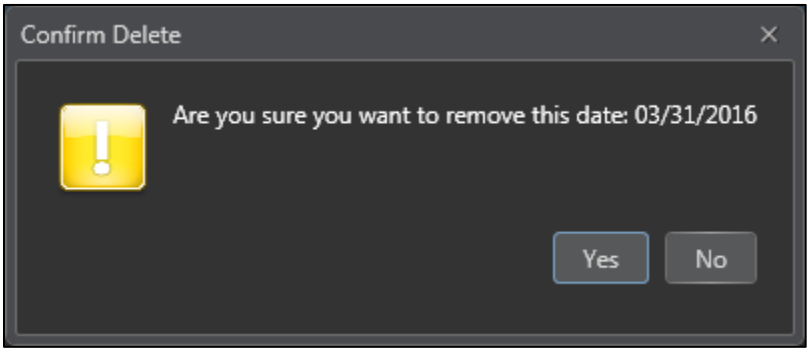
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2. Click the **Red X** icon

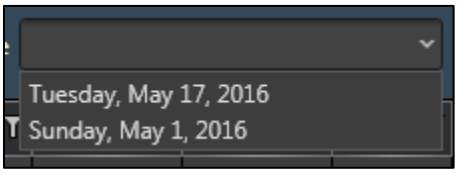


3. A confirmation message will appear



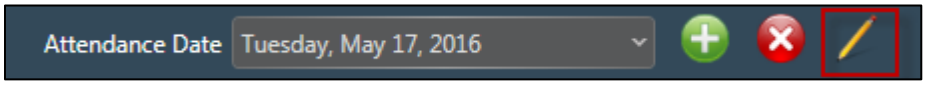
4. Select **Yes** to continue
5. The date will be deleted





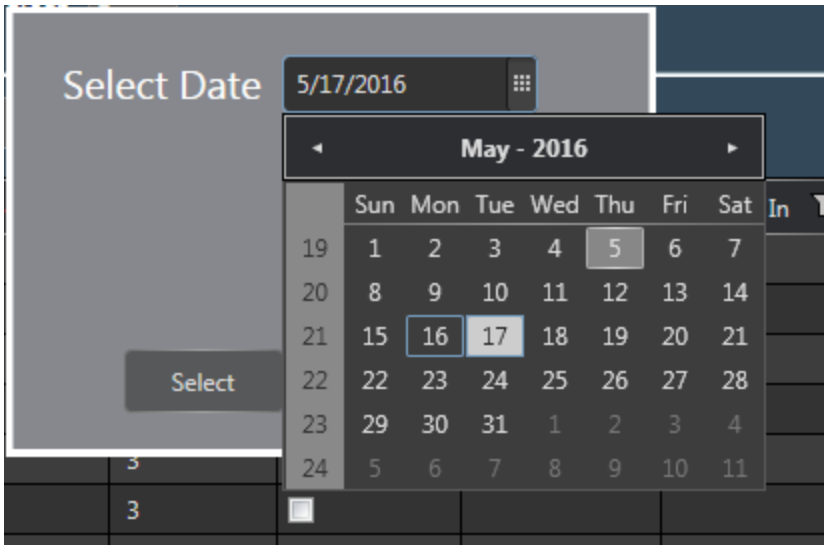
Change Attendance Date

1. Select the Attendance Date to be edited
2. Click the **Change Attendance Date** icon



3. A window will appear to change the date
4. Manually enter a date, or select a date from the calendar view

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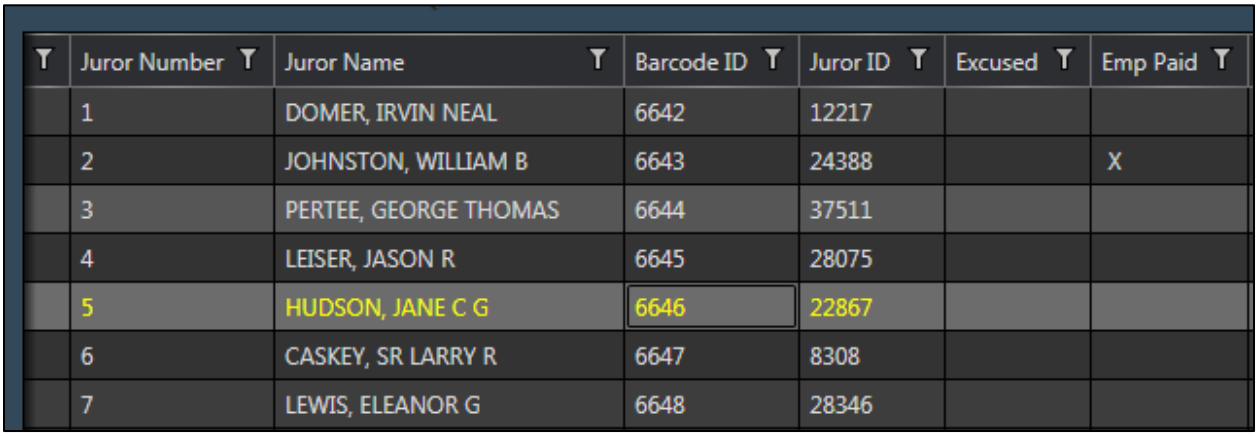
5. Click **Select**
6. The Attendance Date will be changed



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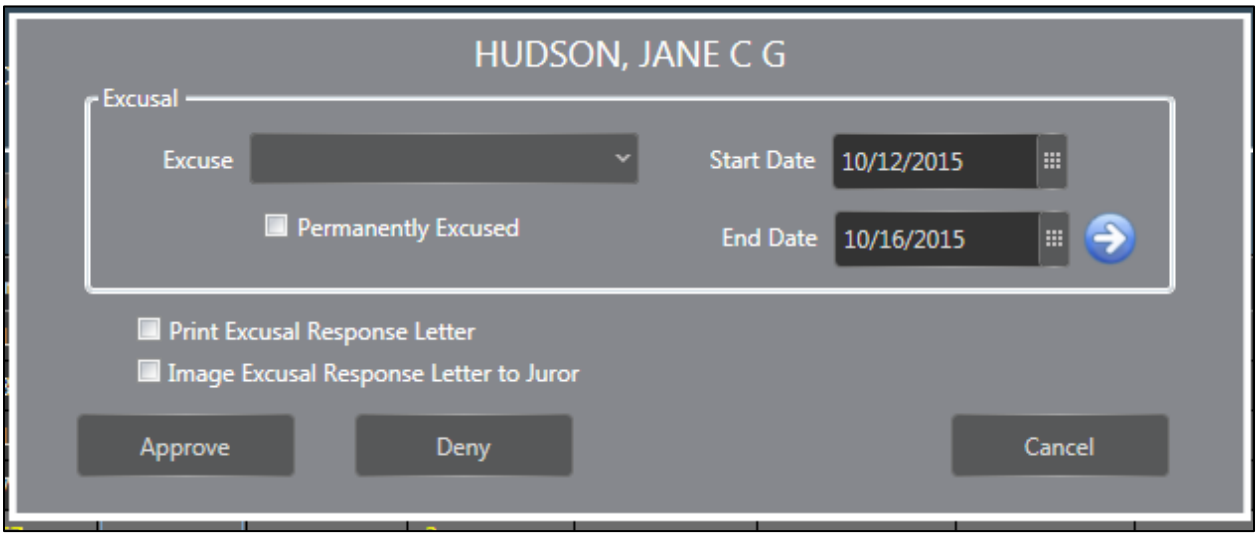
Excuse Jurors

1. Select a juror to be excused

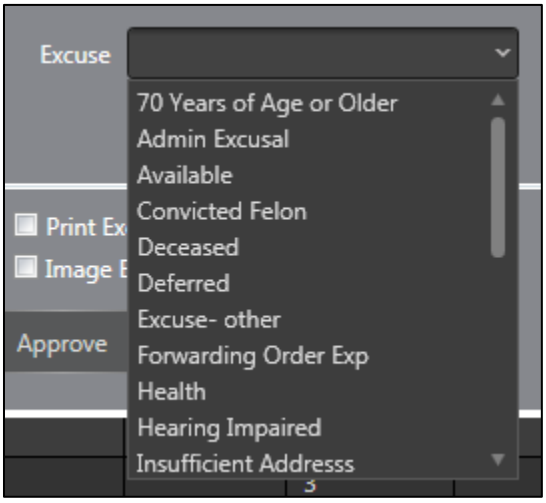


Juror Number	Juror Name	Barcode ID	Juror ID	Excused	Emp Paid
1	DOMER, IRVIN NEAL	6642	12217		
2	JOHNSTON, WILLIAM B	6643	24388		X
3	PERTEE, GEORGE THOMAS	6644	37511		
4	LEISER, JASON R	6645	28075		
5	HUDSON, JANE C G	6646	22867		
6	CASKEY, SR LARRY R	6647	8308		
7	LEWIS, ELEANOR G	6648	28346		

2. Double click in the **Excused** box
3. A window will appear



4. Select an Excuse reason from the dropdown



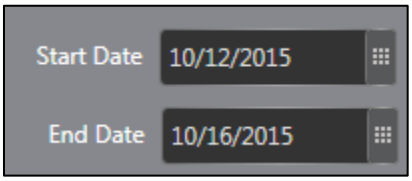
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5. Check the checkbox if the selected juror will be Permanently Excuse



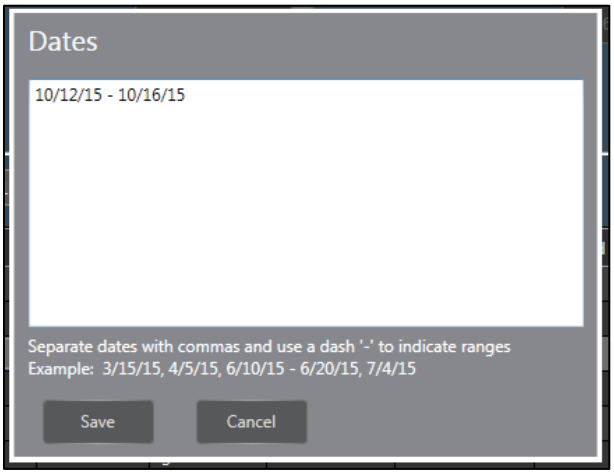
   a. Some Excuse Reasons will be automatically permanently excused

6. Select a date range for the Excusal

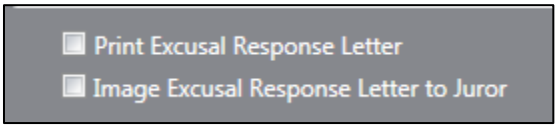


   a. To add more dates, click the blue arrow, and a popup will appear. Users can type in dates.





7. Select Excusal Response Letter type



8. Select **Approve** or **Deny**



9. Selecting Approve will populate the Excused field with the reason and Date Range

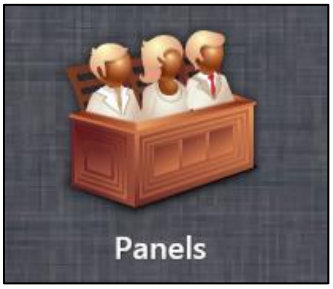
Juror Name	Barcode ID	Juror ID	Excused
DOMER, IRVIN NEAL	6642	12217	
JOHNSTON, WILLIAM B	6643	24388	
PERTEE, GEORGE THOMAS	6644	37511	Health (10/12/2015 - 10/15/2018)

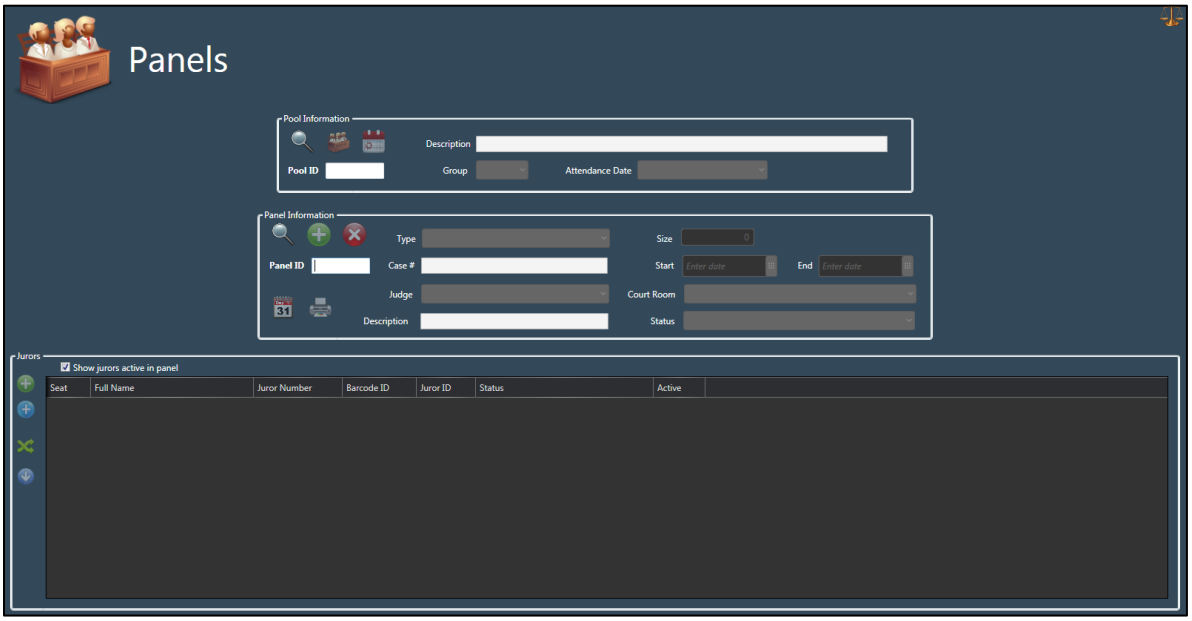
10. Selecting Deny will close the window

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Panels Workspace

1. Click the **Panels** icon to open the Panels Workspace





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Pool Information

Manually Enter Pool ID

1. Users can manually enter in the **Pool ID** in the textbox.



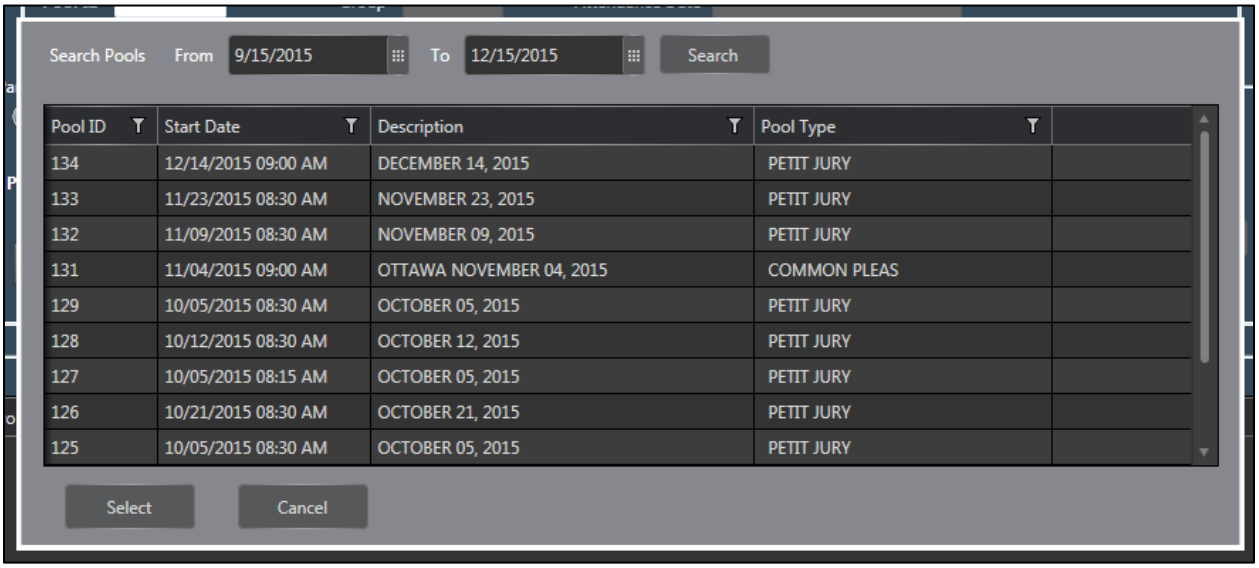
2. This will open the Pool up

Browse Pools

1. Select the Magnifying Glass icon to **Browse Pools**

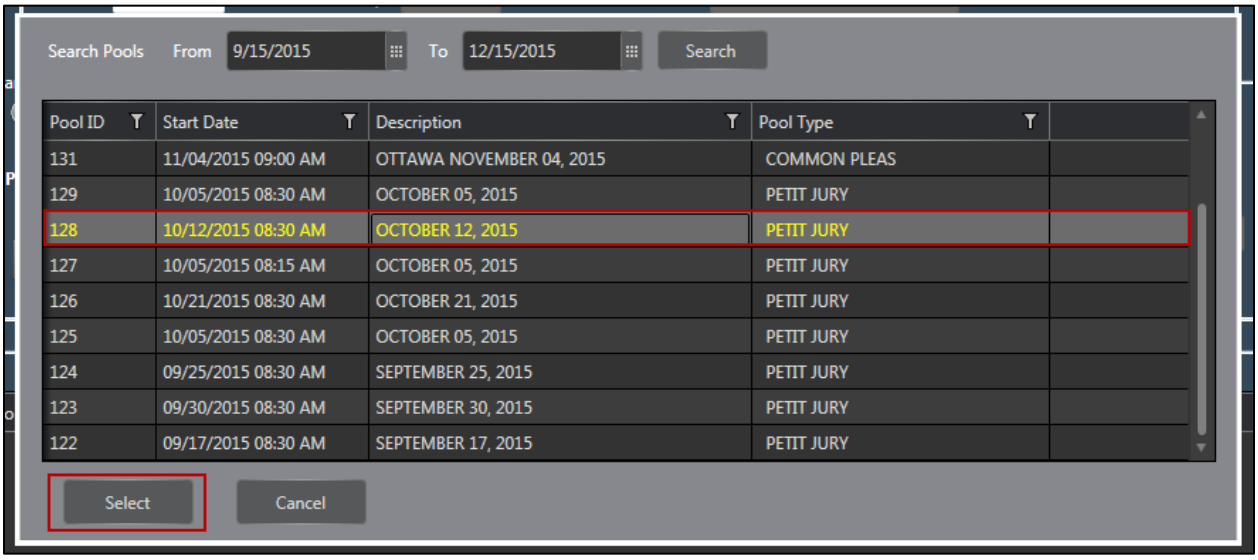


2. This will open a search window
    a. Select A Date Range and click the **Search** button



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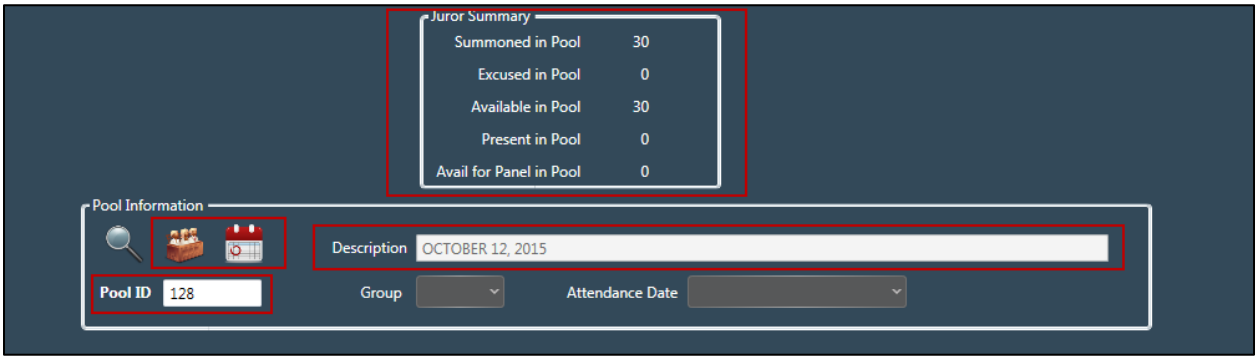
3. Select a Pool and click the **Select** button



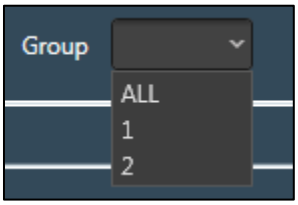
4. The pool will be available

Pool Information

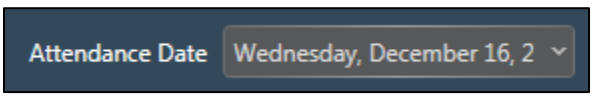
1. After a pool is selected, the information will be viewable



2. Select a **Group** for the Panel from the dropdown



3. Select an Attendance Date



   a. If there is only one Attendance Date, it will be automatically selected

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Manually Adding a Case Event

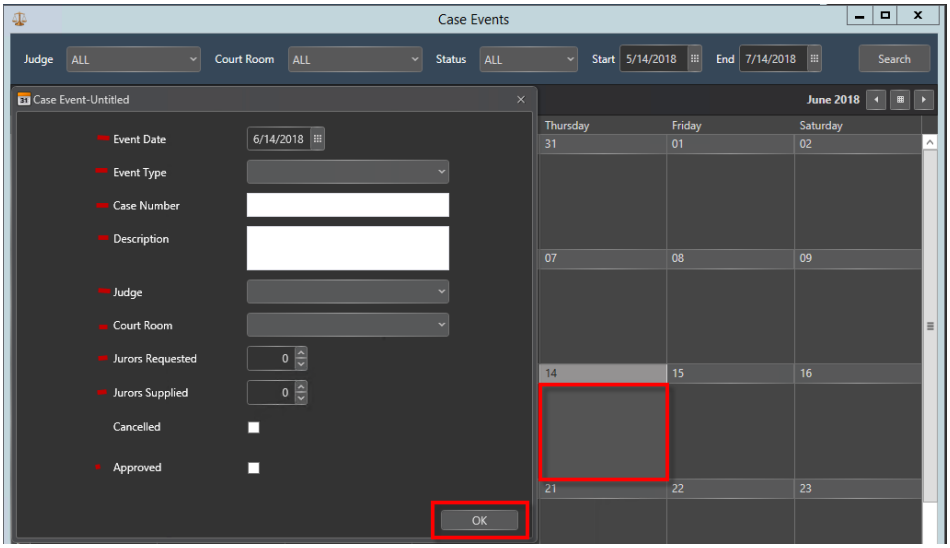
In the event the jury office is notified of a last minute case event or any other situation where a case event cannot be submitted by a JA via the web, jury clerks should manually add it through the client to keep consistency and ensure forms and reports that depend on the information, run as expected.

1. Navigate to the Pool workspace
2. Click on the Case Events icon



3. The Case Event calendar will populate
    a. Navigate to the date you wish to schedule the case event on and double click the area below the date
4. Once the Case Event-Untitled window populates, fill in the necessary fields
    a. Event Date – Date of trial
    b. Event Type – Case type
    c. Case Number – Case # panel is being pulled for
    d. Description – Free text field used to allow for providing additional information (i.e. how judge wants jurors seated)
    e. Judge – Judge panel is being pulled for
    f. Court Room – Judges
    g. Jurors Requested
    h. Jurors Supplied
    i. Approved

5. This will make the case event information available in the Panel workspace to link to a new panel when it is created

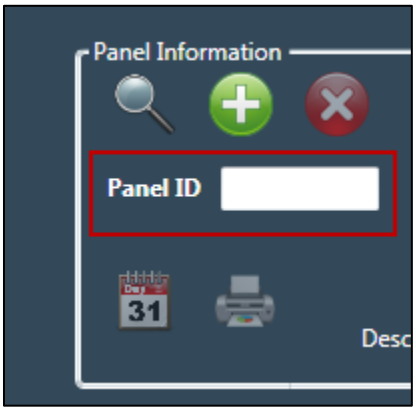


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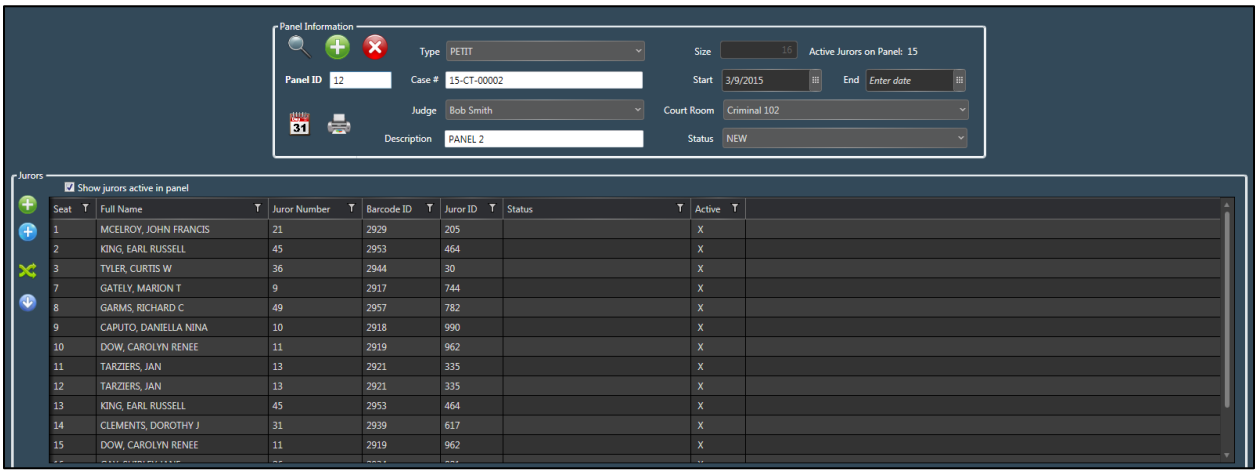
Panel Information

Manually Enter Panel ID

1. Manually enter in the **Panel ID** in the text box



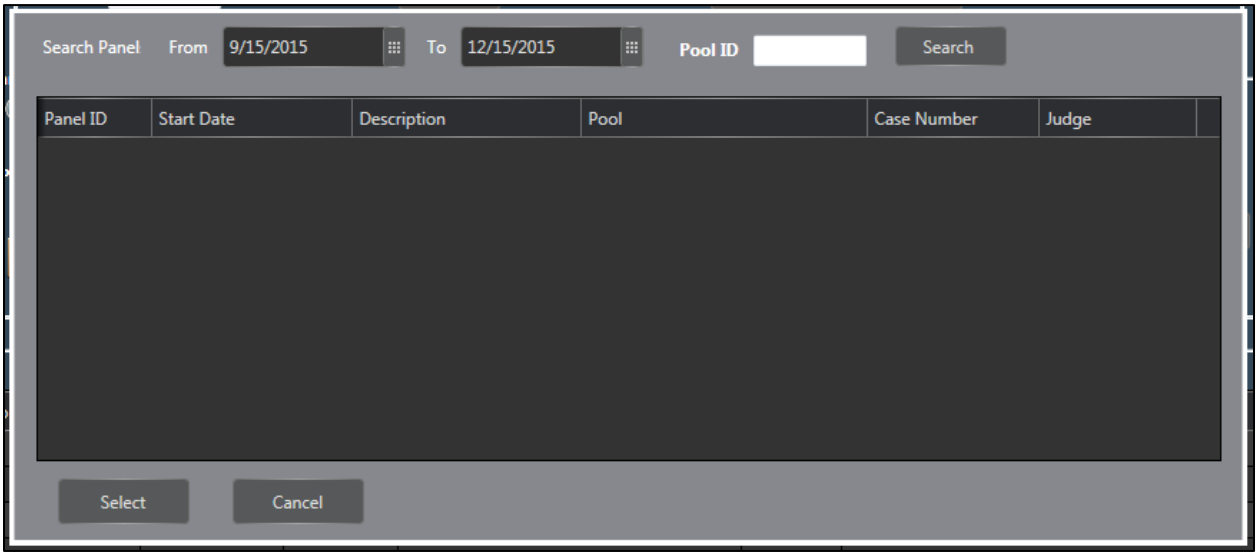
2. The panel's information will be populated



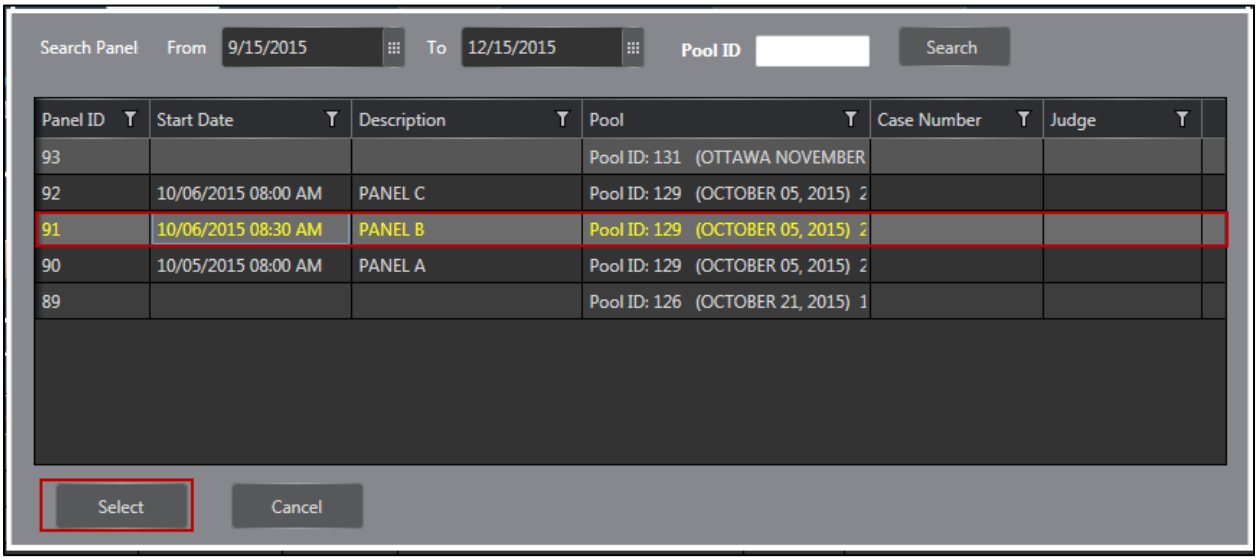
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Browse Panels

1. Select the **Magnifying Glass** to browse panels
2. This will open a search window
    a. Select a date range and click **Search**

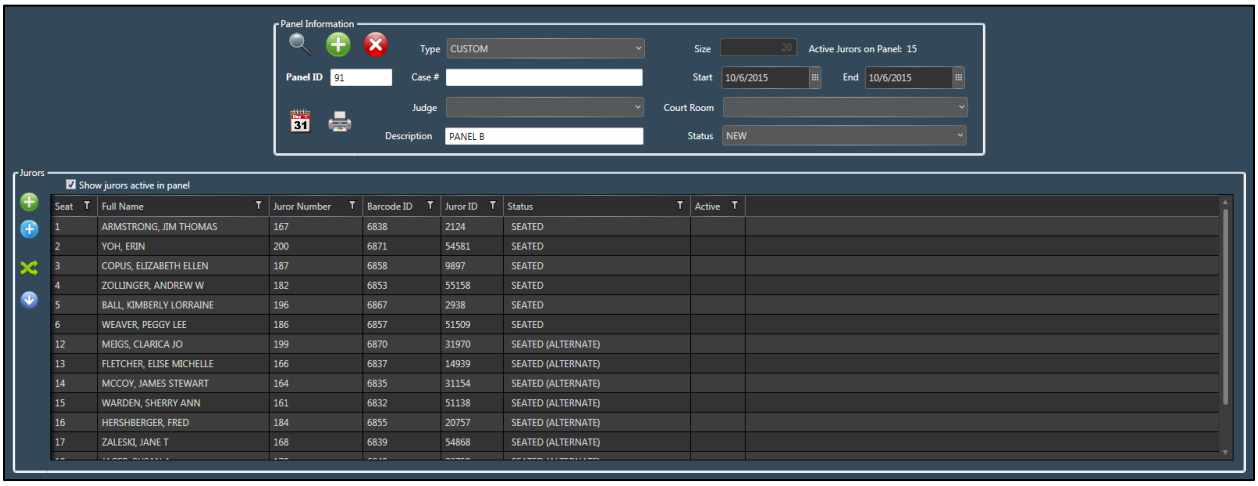


3. Select a Panel from the results and click **Select**



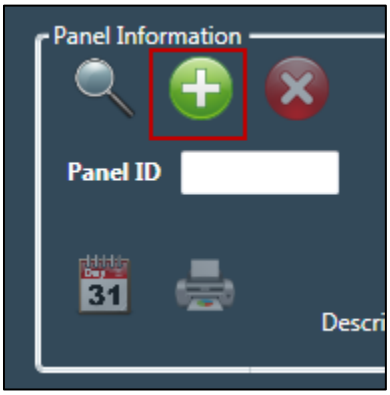
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4. The Panel information will be populated

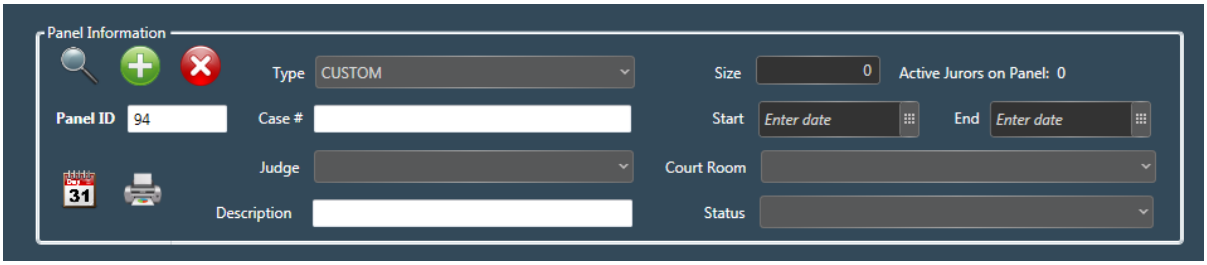


Create New Panel

1. Select the **Green Plus** icon to create a new panel



2. The Panel Information Fields will become available

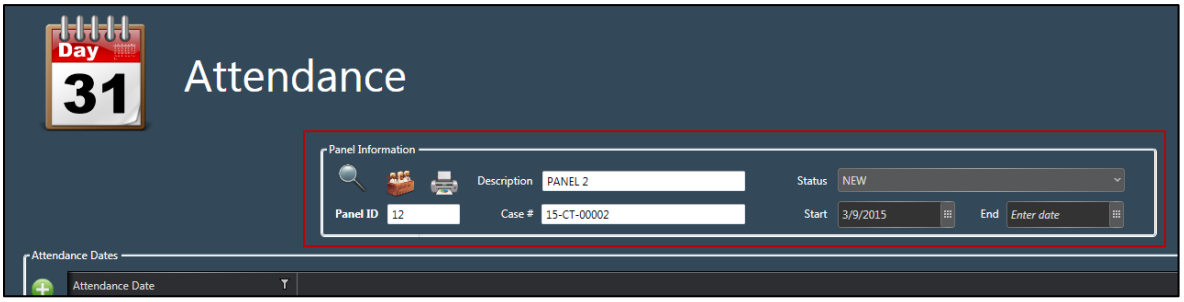


3. Enter information in the fields

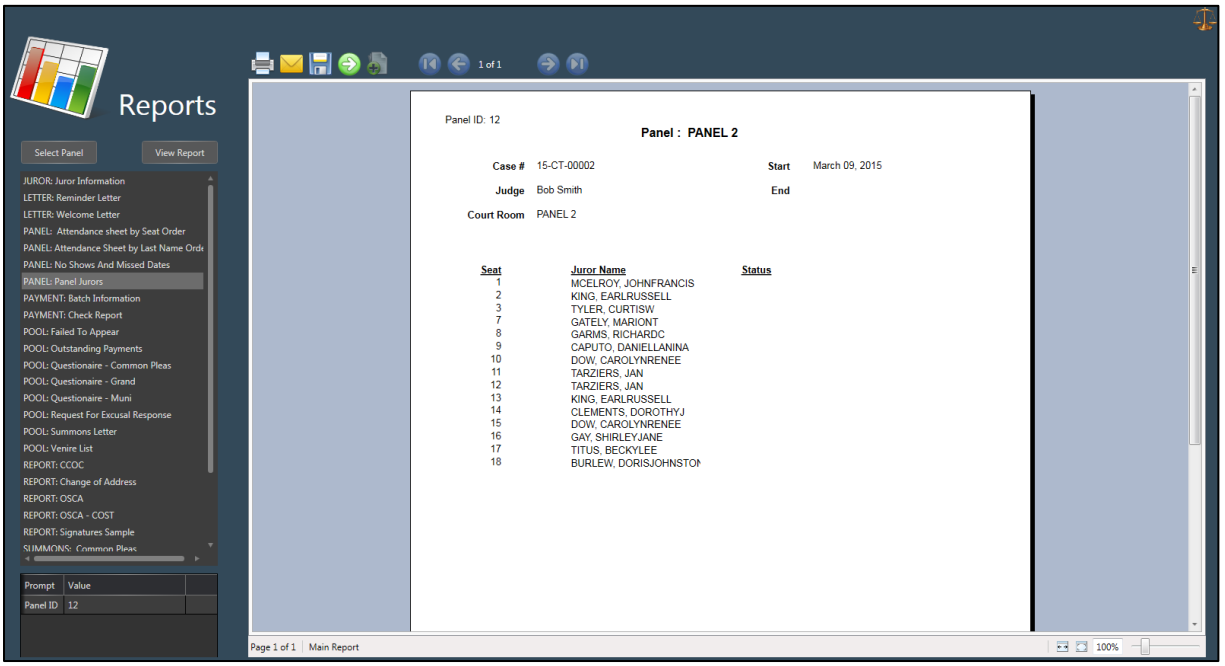
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Panel Information Tools

1. **Panel Attendance**
    a. This button will take the user to the Attendance screen to enter the Panel Attendance. The Panel information will be populated.



2. **Print Panel Information**
    a. Clicking this button will bring the user to the Reports screen to view and print the Panel Information Report to be printed.



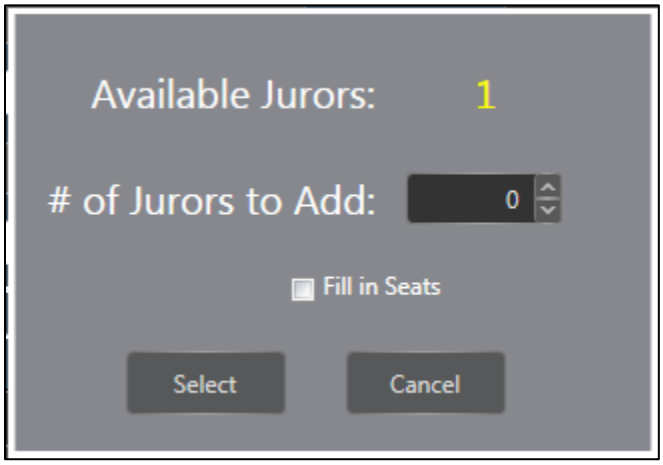
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Jurors

1. Jurors will automatically be added, unless a Panel has been newly created. To add Jurors:



   a. **Randomly Assign Jurors to Panel**
      i. Select the **Green Plus** icon to randomly add a juror from the pool
         1. In a new panel, jurors will be added to the panel randomly
         2. When a panel already exists, but available jurors still remain in the pool, a popup will appear to select the amount of jurors to be added



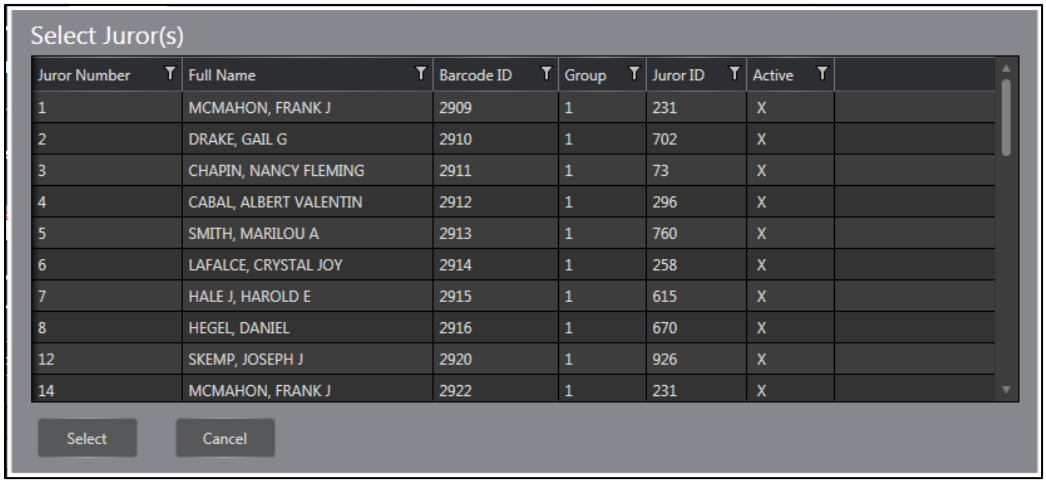
            a. The number of available jurors will be shown in **Yellow**
            b. Select the number of jurors to add
            c. Check the **Fill in Seats** checkbox if jurors are filling in seats in the panel
            d. Click **Select**
            e. The juror will be added

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b. **Manually Assign Jurors to Panel**

i. Select the **Blue** plus icon to add a specific juror from the pool

ii. A window will appear



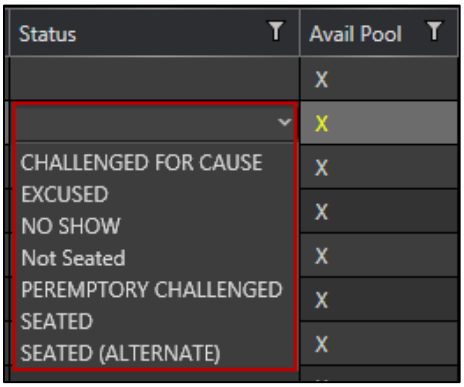
iii. Select the juror to be added from the pool

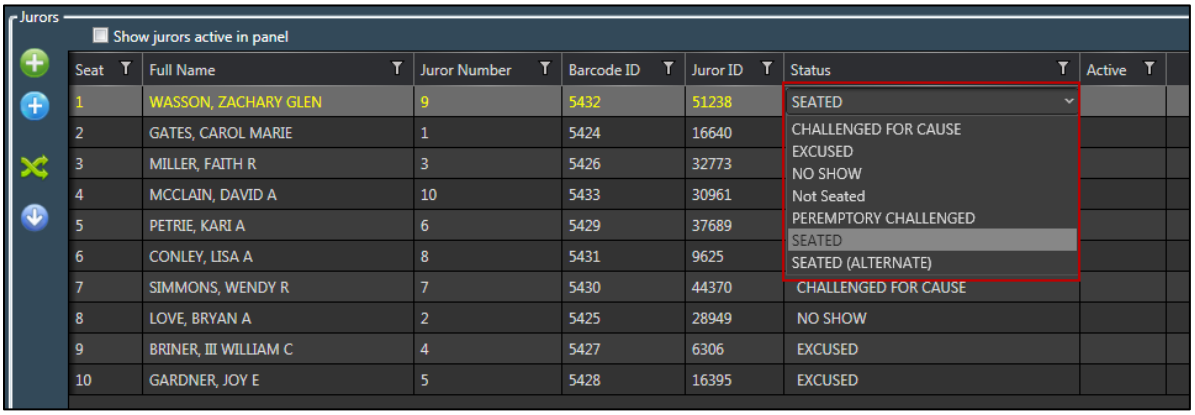
iv. Click **Select**

v. The juror will be added

2. Once a juror is added, the user must set a Status for them

a. Double click the Status section for the selected juror, and select a status from the drop down





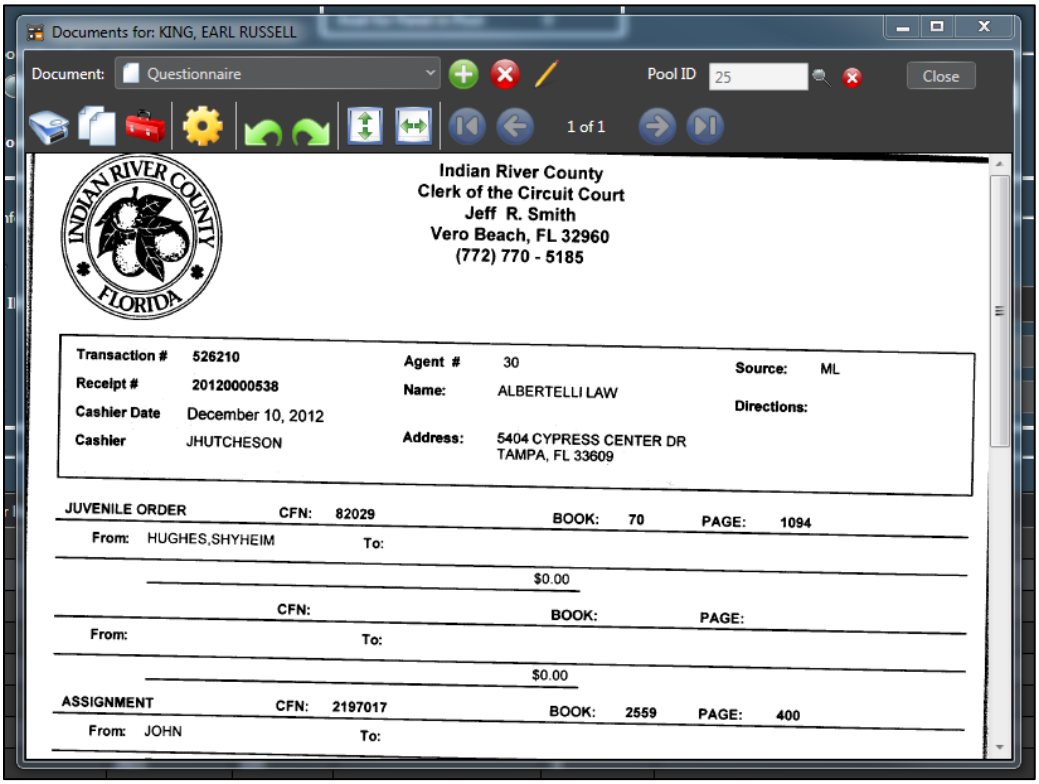
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3. Jurors Tools



a. **Show Juror Documents**

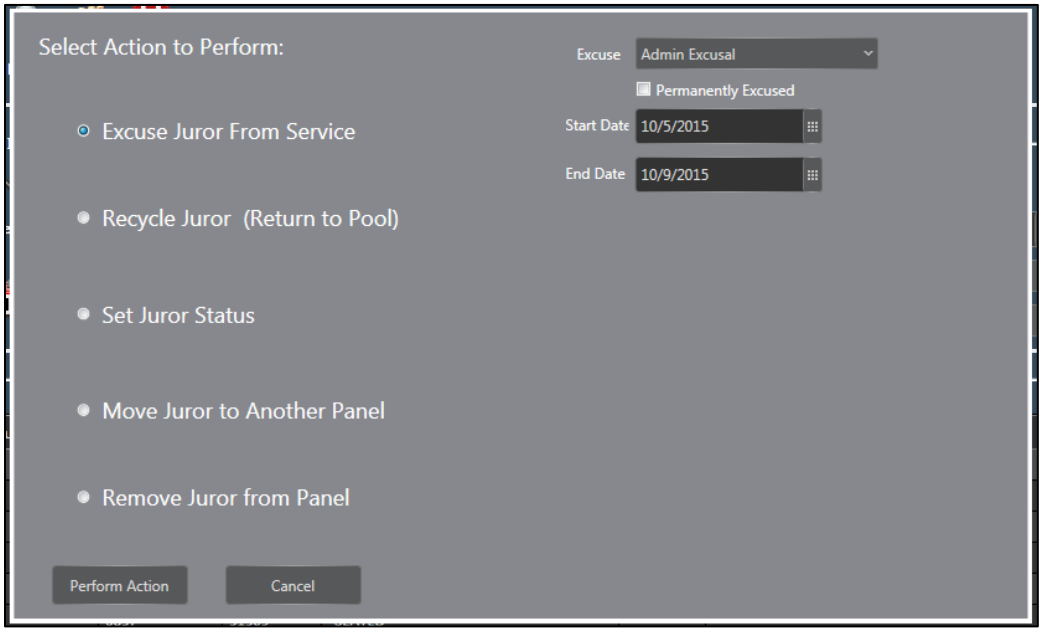
i. Select a juror, and click the **Notepad** icon. This will bring up the documents popup



ii. Users can add or delete documents on this popup as well

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b. **Perform Action on Selected Jurors**
    i. Select a Juror.
    ii. Then select the **Green** arrow icon to open the action window



    iii. Select an action, and when appropriate enter in an Excuse and/or a Date Range
    iv. Select **Perform Action** to save the action or **Cancel** to cancel the changes selected

c. **Re-Order Jurors**
    i. This button will only apply to SEATED jurors.
    ii. When jurors are removed a gap in the numbers is created. Clicking the **Blue** arrow button will reorder the juror seat numbers to be sequential.

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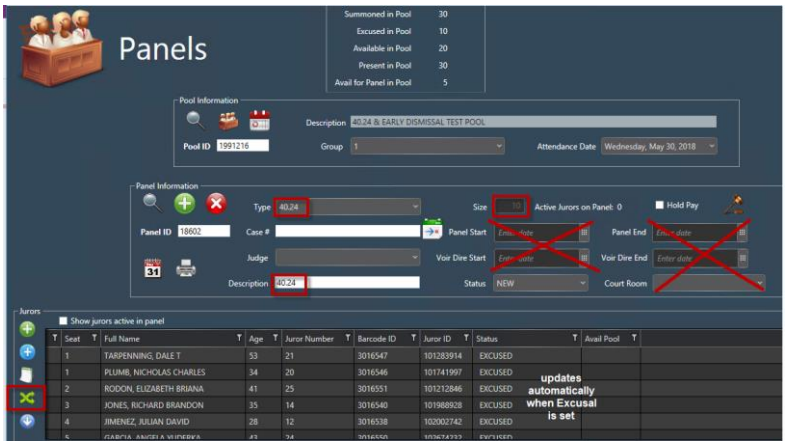
Juror Early Excusal Options

40.24 Dismissal

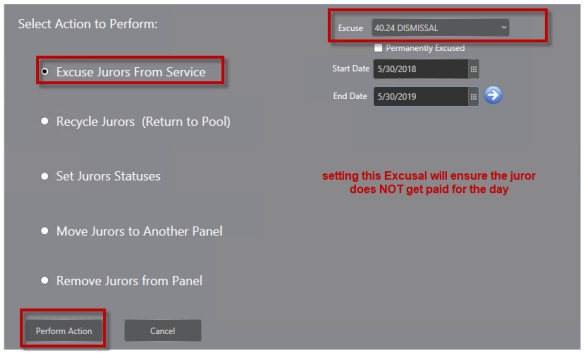
Jurors who are offered the 40.24 option, are released prior to 11:00am (only eligible on their first day).

Follow the below steps to create a randomized list of eligible jurors to offer the option to. If you have jurors you will need to add to this panel manually, you will need to follow that process after the panel is created. If jurors decline the 40.24 option, you will need to follow steps for recycling jurors back to the pool and add replacement jurors to dismiss if applicable.

1. Create a new panel
    a. Select 40.24 as the Panel Type
    b. Enter 40.24 as the description
    c. Enter the number of jurors you wish to dismiss in the size field
    d. **Do Not fill in any other panel information to prevent inaccurate state reporting**
    e. Select all jurors in the grid
    f. Click on the double green arrows to Perform Action on selected jurors



    g. Select Action to Perform window will populate
        i. Select Excuse Jurors from Service radio button
        ii. Select 40.24 dismissal from Excuse drop down
        iii. Start and end dates will default to previously provided timeframe but can be changed if needed. Click Perform Action.
        iv. Selecting this excusal will ensure the juror does NOT get paid for the day



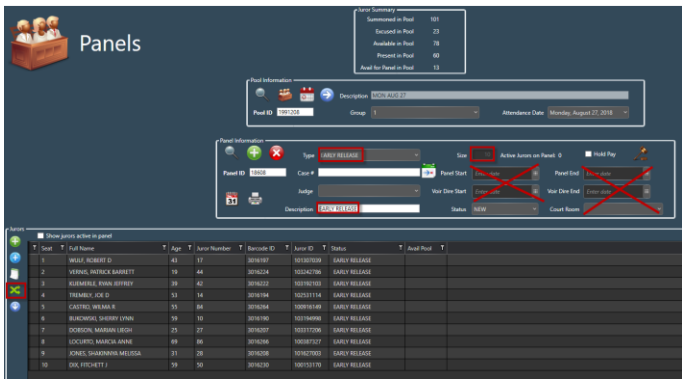
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Early Release

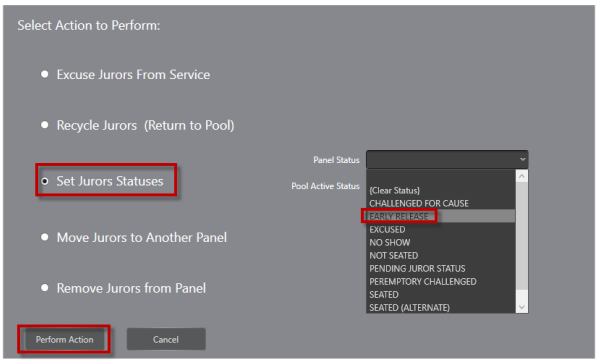
Jurors who are released early (non 40.24 early dismissal) can be released early at any point during the day and will still be paid for their attendance for the day.

Follow the below steps to create a randomized list of eligible jurors to release. If you have jurors you will need to add to this panel manually, you will need to follow that process after the panel is created.

1. Create a new panel
    a. Select Early Release as the Panel Type
    b. Enter Early Release as the description
    c. Enter the number of jurors you wish to release in the size field
    d. **Do Not fill in any other panel information to prevent inaccurate state reporting**
    e. Select all jurors in the grid



    f. Select Action to Perform window will populate
    g. Select Set Jurors Statuses radio button
    h. Select Early Release from panel status drop down
    i. Click Perform Action.
    j. Selecting this panel juror status will not prevent these jurors from getting paid



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Grand Juror Hold Pay Options

If Grand Jurors are to be paid upon completion of service, after updating panel juror statuses to SEATED, NOT SEATED, etc & recycling jurors - Set Hold Pay Option. For most courts, system is set to ONLY hold pay for jurors who were SEATED until they complete their service in 6 months, everyone else will be paid. This should be confirmed for your particular workflow.

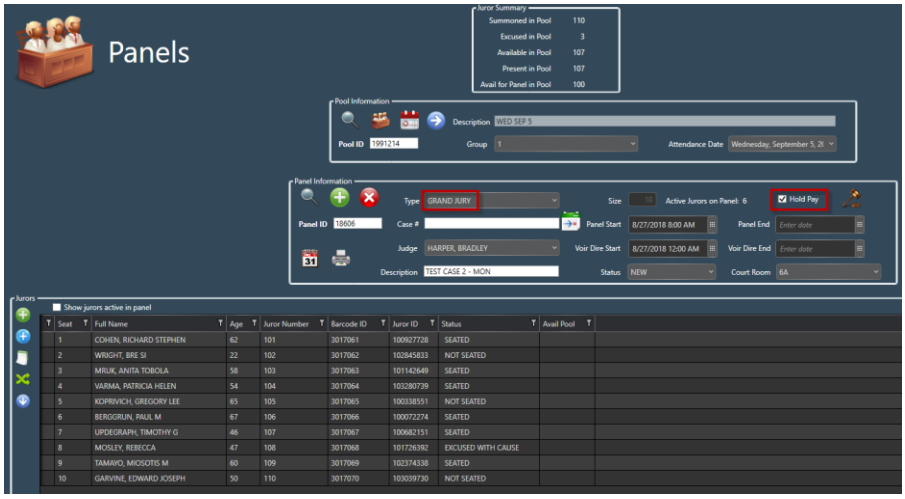
Note: The setting that controls how these types of panels are paid is called ShowHoldPanelPayOption and would be set with one of the below options based on each courts workflow preference.

0 = Hold pay option will NOT show on Panel and Payment Screens

1 = Hold pay option will show on Panel and Payment Screens - pay withheld only for seated jurors on Panel

2 = Hold pay option will show on Panel and Payment Screens - pay withheld for ALL jurors on Panel

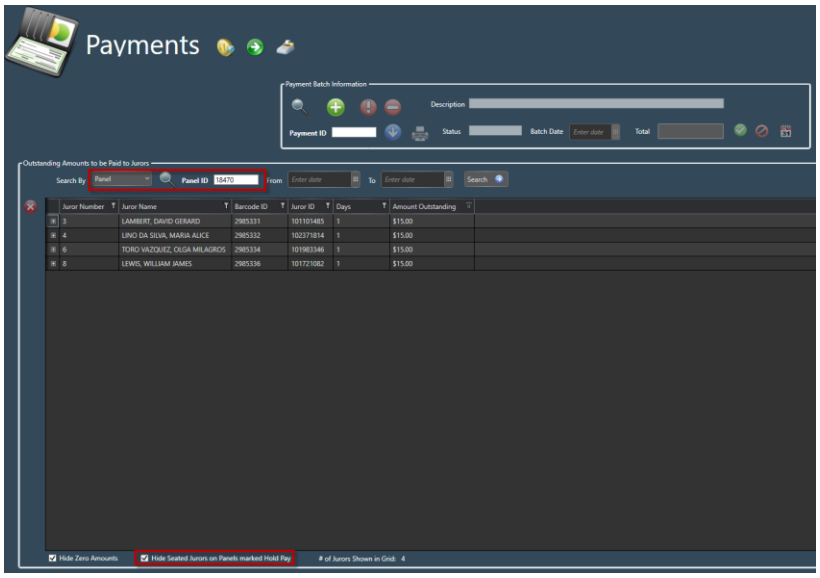
1. Navigate to your existing Grand Jury or State Wide Grand Jury Panel (as applicable)
    a. Select the Hold Pay radio button above the Panel End date



2. When processing payroll, ensure the ‘Hide Seated Jurors on Panels Marked Hold Pay’
   This will ensure that Hold Pay jurors are excluded when payroll is run for that panel / date range.

3. Once you are ready to pay those jurors, you would need to uncheck the Hold Pay radio button in the Panel workspace and run normal payroll process. You will now be able to pay the jurors where pay was previously held.

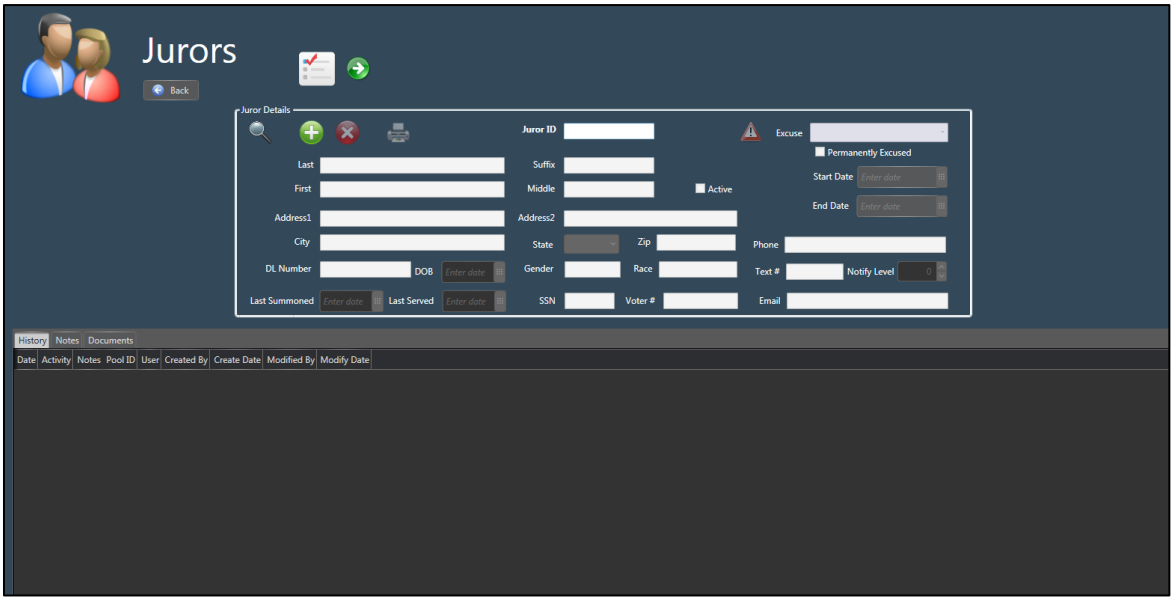
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Jurors Workspace

- Click the **Jurors** icon to open the Jurors Workspace





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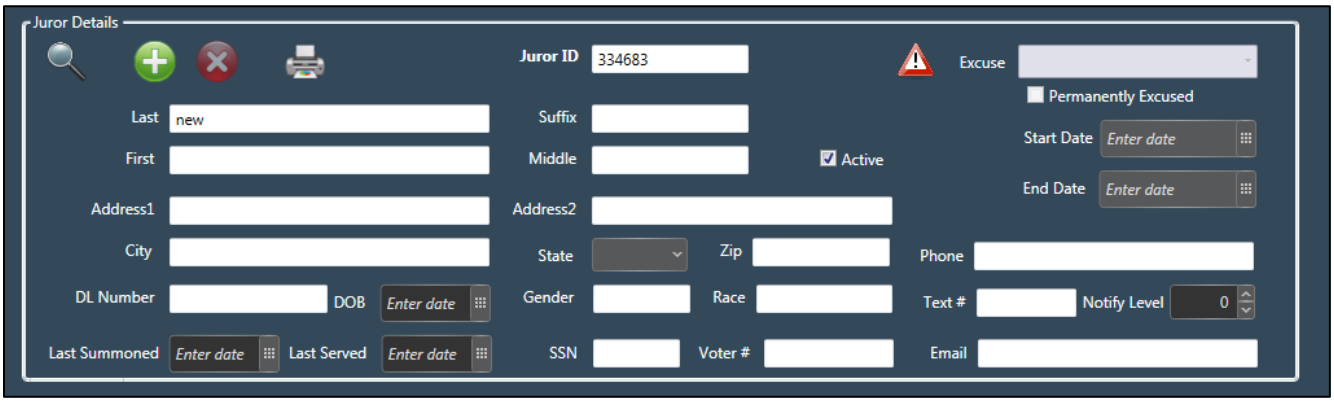
Juror Details

Add a Juror

1. Select the **Green Plus** icon



2. A new juror entry will be created



3. Fill in fields

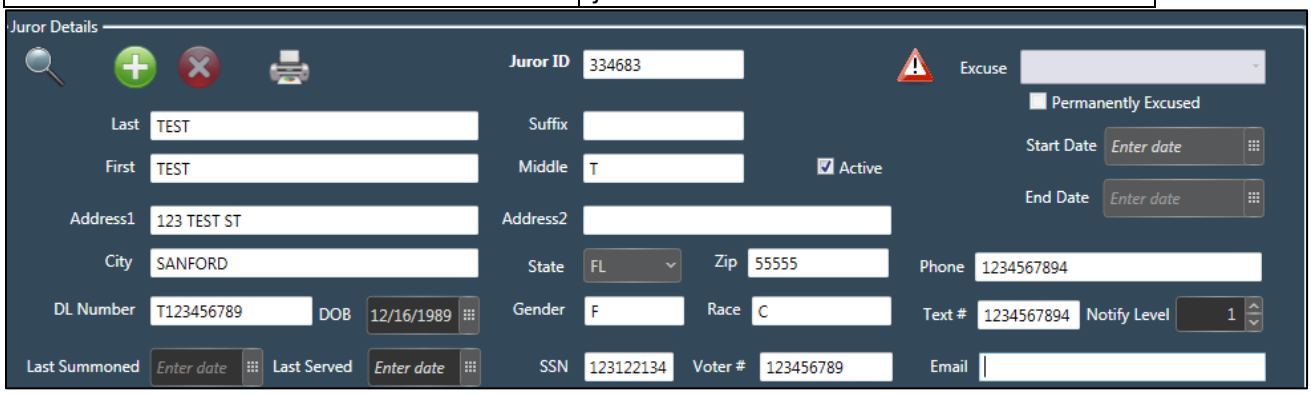
Field	**Description**
Last	This field is for the juror's last name.
Suffix	This field is for the juror's suffix.
First	This field is for the juror's first name.
Middle	This field is for the juror's middle name.
Address1	This field is for the juror's address.
Address2	This field is for the juror's address if a second line is needed (ex: Apartment or Suite numbers).
City	This field is for the juror's city of residence.
State	This field is for the juror's state of residence.
Zip	This field is for the juror's residence zip code.
DL Number	This field is for the juror's Driver's License Number.
DOB	This field is for the juror's date of birth.
Gender	This field is for the juror's gender.
Race	This field is for the juror's race.
Last Summoned	This field is used to mark the date the juror was last summoned for jury duty.
Last Served	This field is used to mark the date that the juror had last served jury duty.
SSN	This field is for the juror's Social Security Number.
Voter #	This field is used for the juror's Voter Number.

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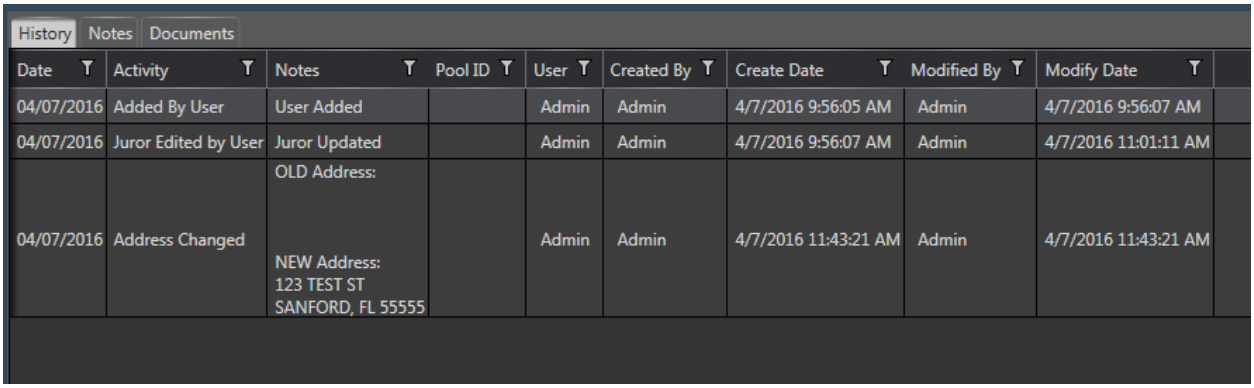
Phone	This field is used for the juror's phone number.

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Text #	This field is used to add a phone number jurors can receive text messages from.
Notify Level	This field is used to mark a notification level for each juror.
Email	This field is for the juror's email address.
Excuse	This field is for juror excuses.
Permanently Excused	This field is a checkbox which is used to indicate the juror is permanently excused.
Start Date	This field is used to enter a start date for the juror's excuse.
End Date	This field is used to enter an end date for the jurors excuse.



4. The Juror History below will be updated as items are created/edited



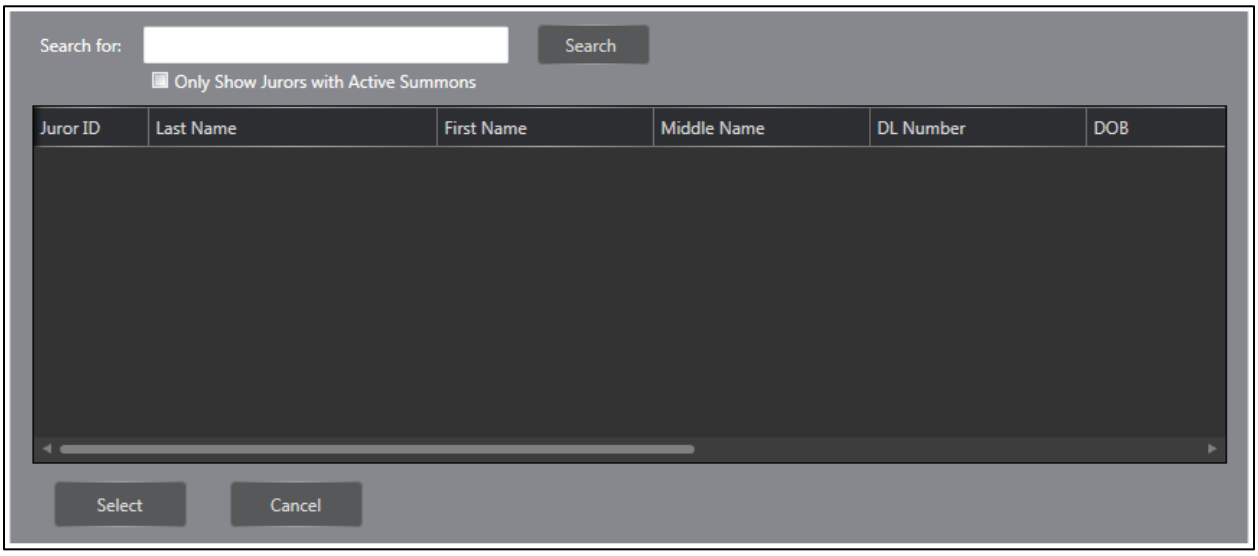
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Search a Juror

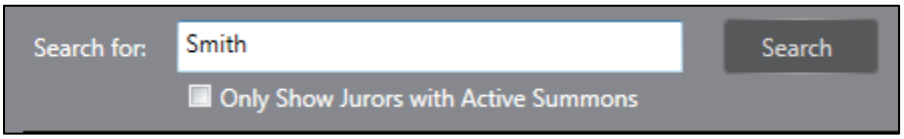
1. Click the **Magnifying Glass** icon



2. The search window will appear

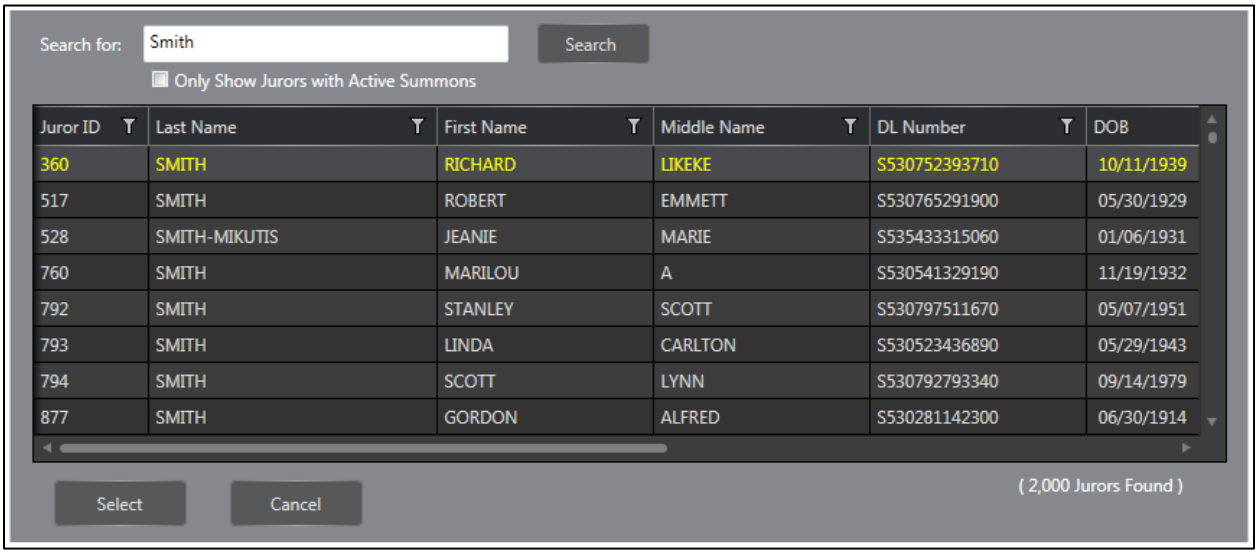


3. Enter search criteria



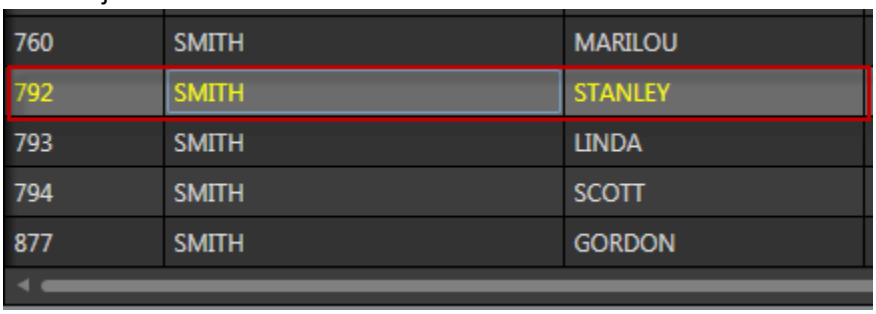
   a. Select the checkbox to only show jurors who have an **Active Summons**

4. Click **Search**
5. Select a juror from the **Results** list



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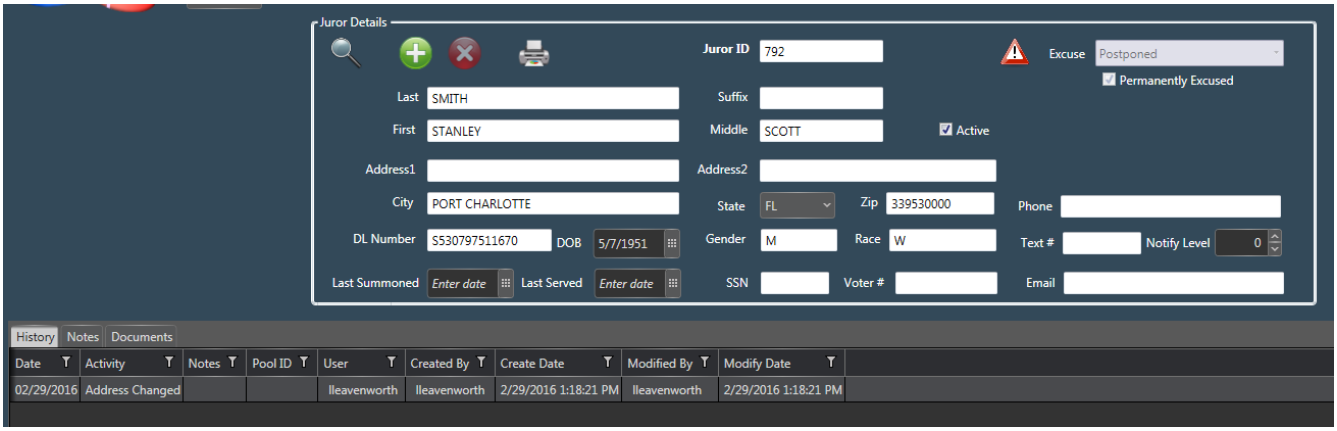
6. Select a juror



7. Click **Select**



8. The juror details will be opened



Juror ID

- Users can also select a juror by entering their **Juror ID** number and pressing the **Enter** key



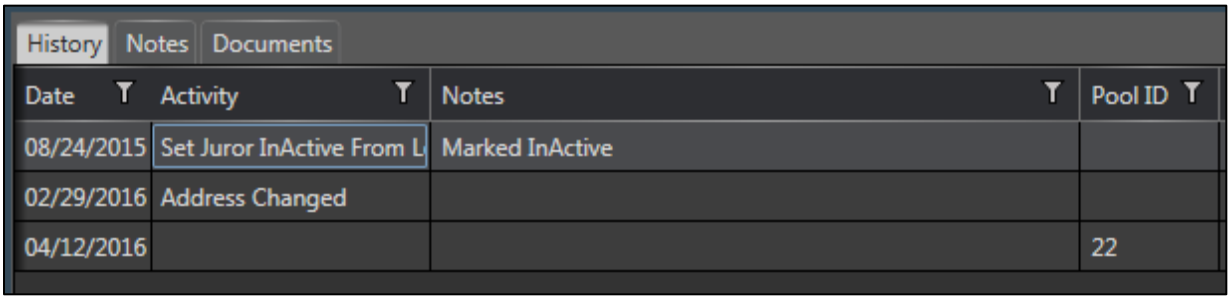
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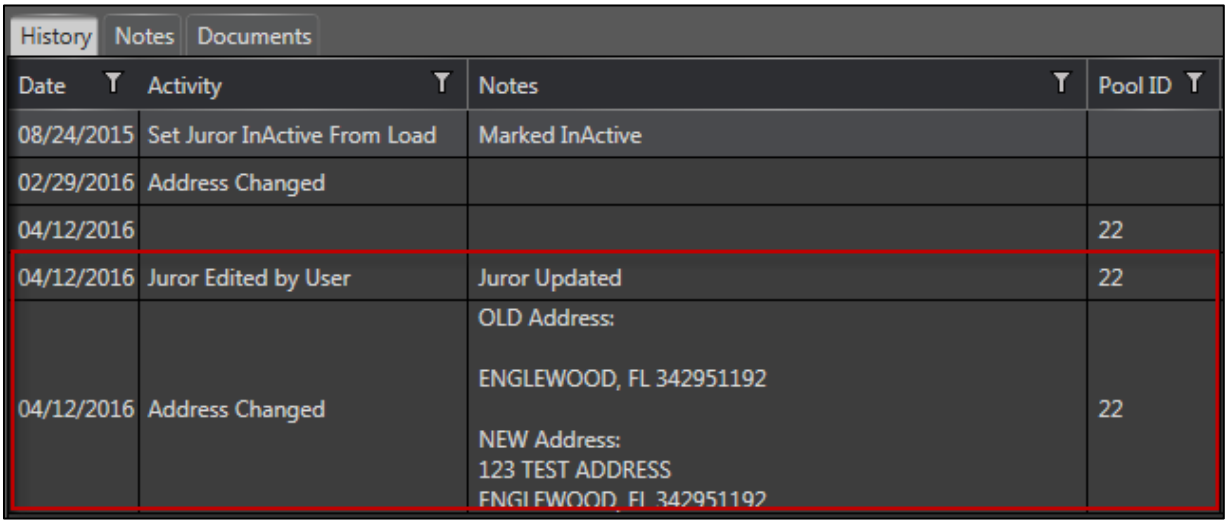
Juror Information

- After a juror has been selected, users can view and edit the History, Notes, and Documents associated with the juror.

History

1. The History tab will update when a juror is edited or selected for service.

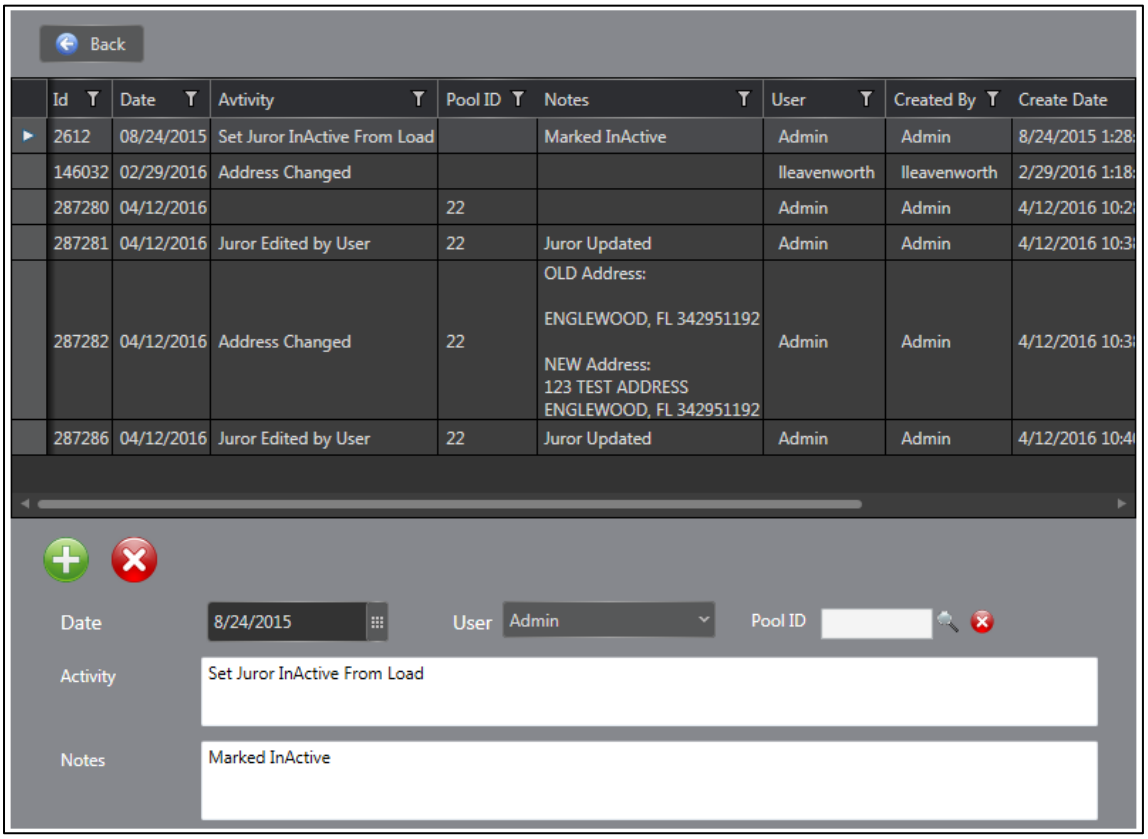




2. To edit the History table, double click an entry

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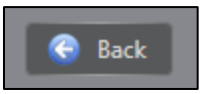
3. This will open a window



4. Here history entries can be added, edited or deleted.



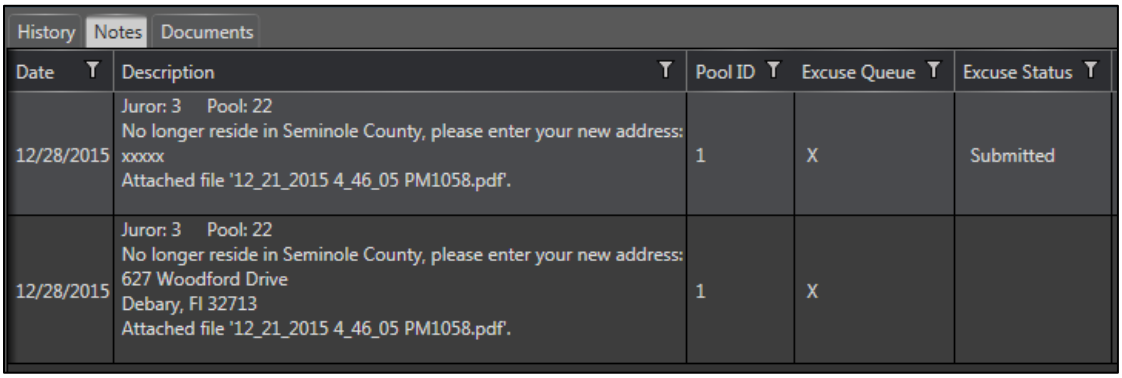
   a. Add entries using the **Green Plus** icon
      i. A blank row will be added to the table
      ii. Fill in the fields
   b. Delete entries using the **Red X** icon
      i. A confirmation message will appear
      ii. Click **Yes** to delete the item
   c. Edit entries by clicking an entry and editing the fields
5. Select the **Back** button to return to the Jurors Workspace



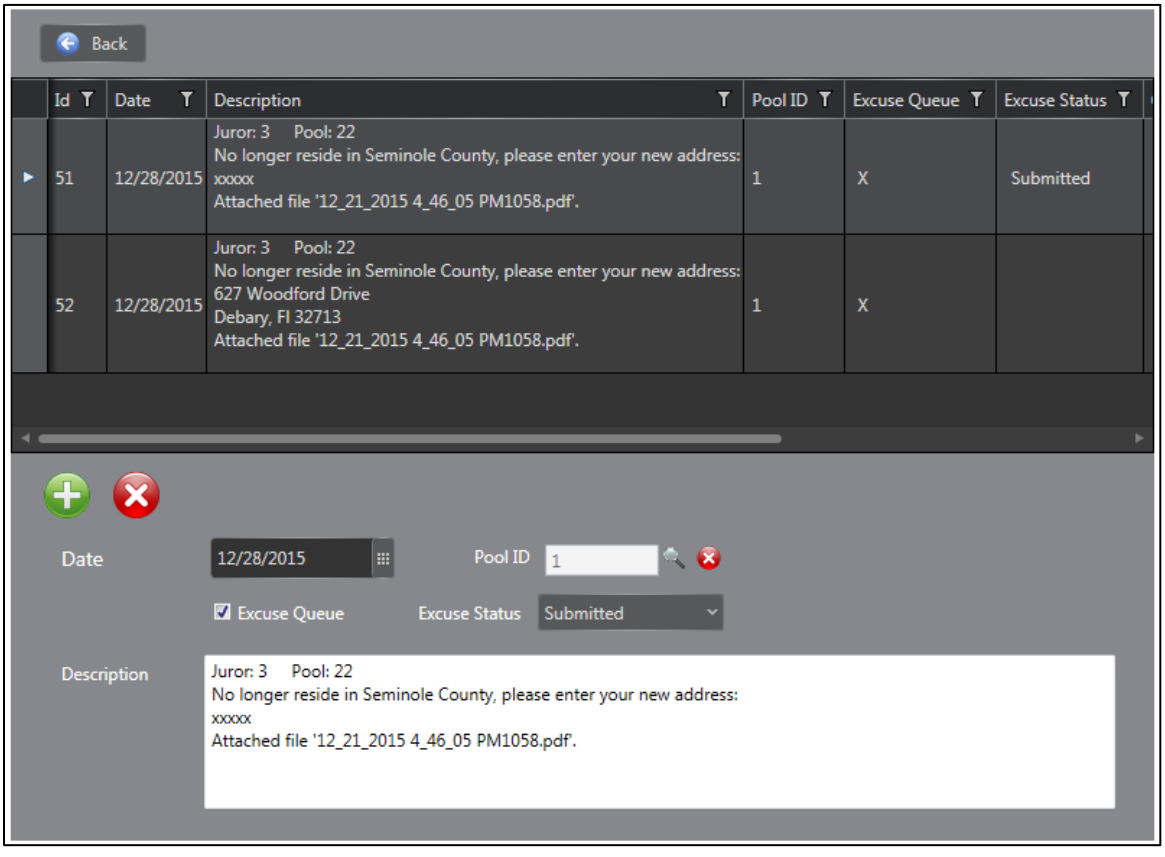
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Notes

1. This table holds notes added to the juror



2. To edit this table, double click a note
3. A window will appear

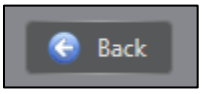


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4. Here note entries can be added, edited or deleted.



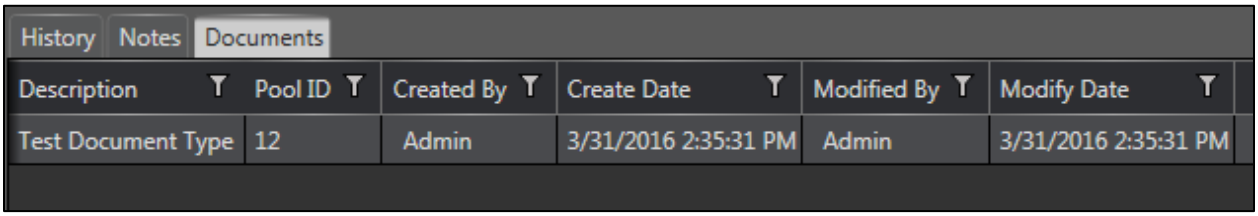
   a. Add entries using the **Green Plus** icon
      i. A blank row will be added to the table
      ii. Fill in the fields
   b. Delete entries using the **Red X** icon
      i. A confirmation message will appear
      ii. Click **Yes** to delete the item
   c. Edit entries by clicking an entry and editing the fields
5. Select the **Back** button to return to the Jurors Workspace



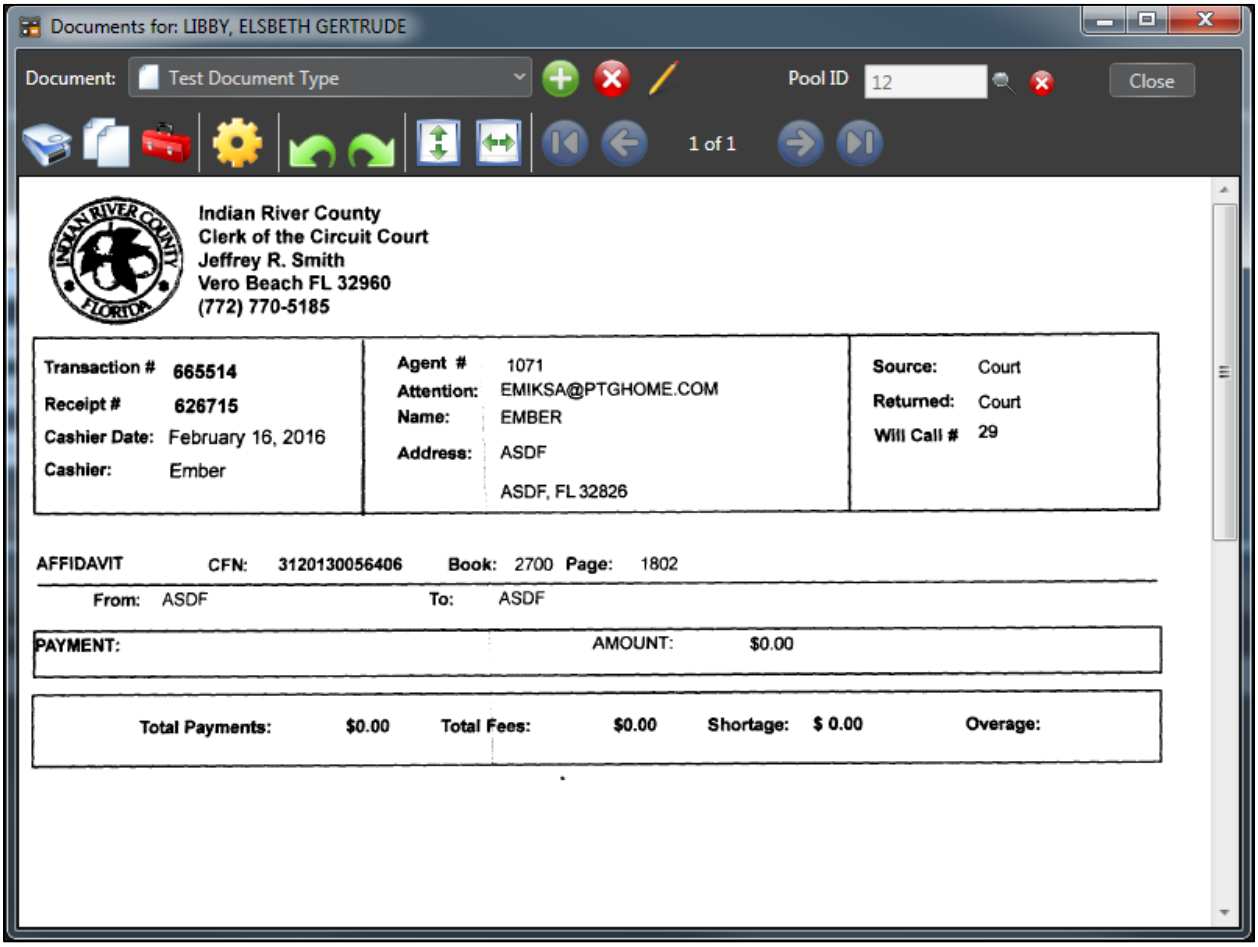
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Documents

1. This table displays documents attached to the selected juror



2. To edit the documents, double click on an entry
3. The document window will appear



Viewing Existing Document for a Juror

1. Click the **Show Juror Document**



   a. Or use the Hotkey **Ctrl + J**
   b. If the juror has a document attached to them for this pool the image will appear

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Adding New Document for a Juror in a Pool

1. Click the **Show Juror Document** icon

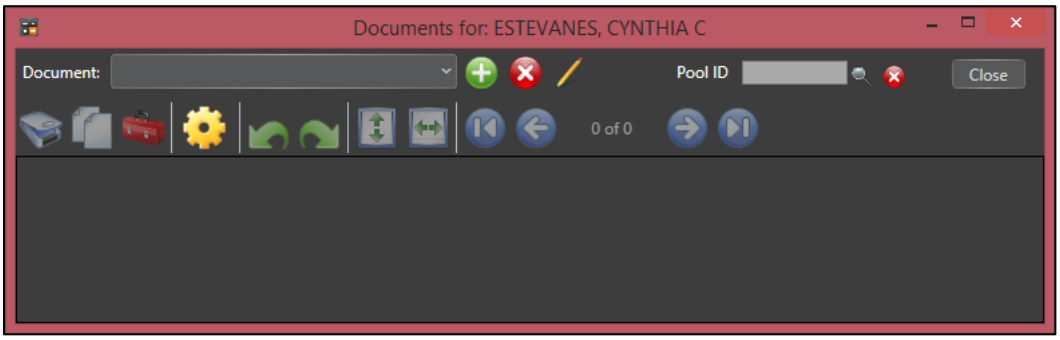


   a. Or use the Hotkey **Ctrl + J**

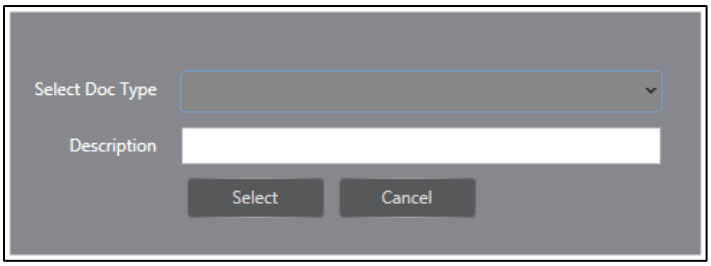
2. Click **Add Document**



3. The Document Window will open



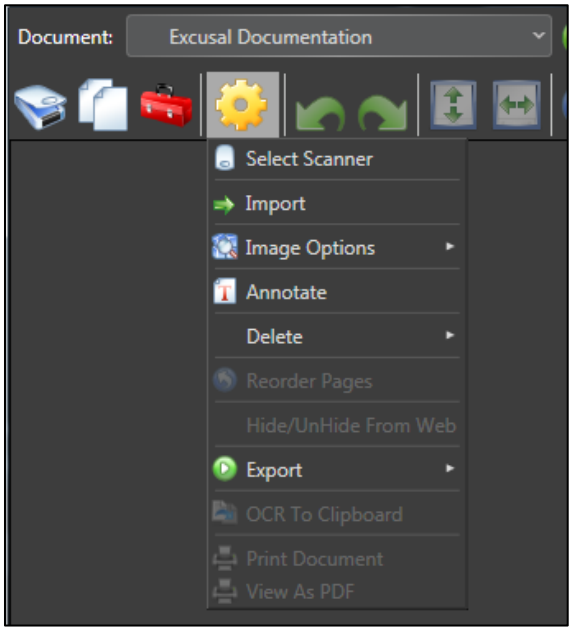
4. Select a Document Type from the dropdown, or manually enter one into the **Description** field



5. Click **Select**

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6. Once a Document Type is selected, the Document Options will become available
    a. **Scan, Scan Duplex, Scan With UI, and Options**
    b. The option to **Import** a document is in the Options menu



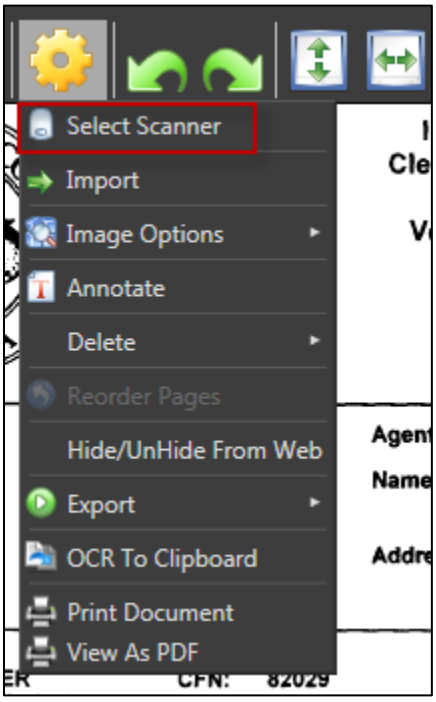
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Scanning Options

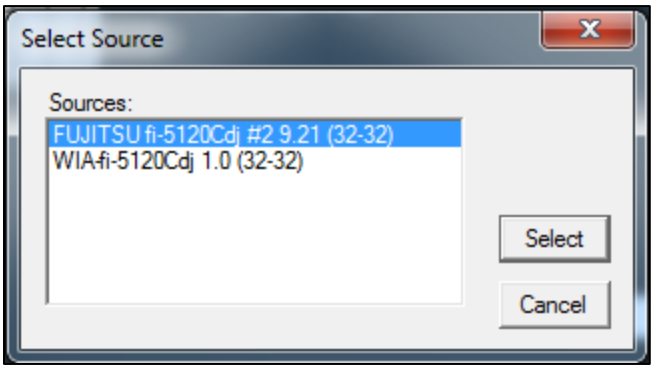
- Before scanning any document, users must **Select a Scanner** within Jurymark.
    1. Click the **Yellow Cog** icon



    2. The Options dropdown will appear
    3. Click the **Select Scanner** icon



    4. A window will appear. Any scanners that are set up will be in this window



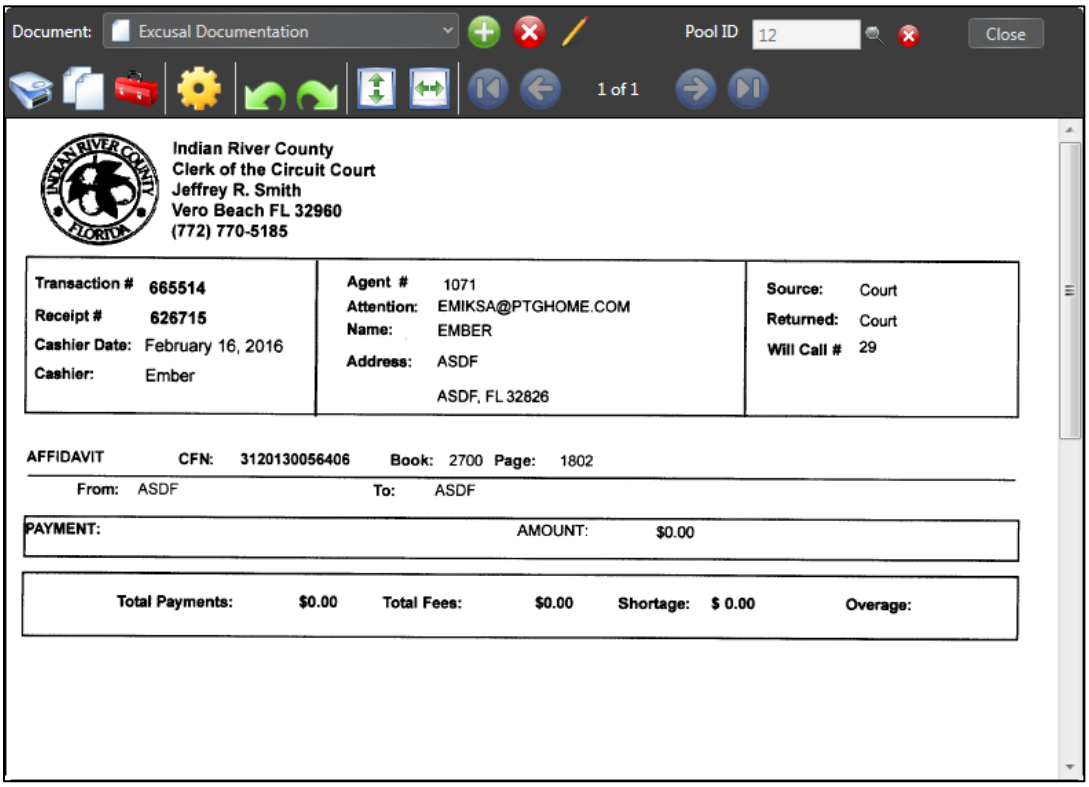
    5. Select a scanner
    6. Click **Select**

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- Scan
    1. Click the **Scan** icon



    2. Documents in scanner will be Scanned

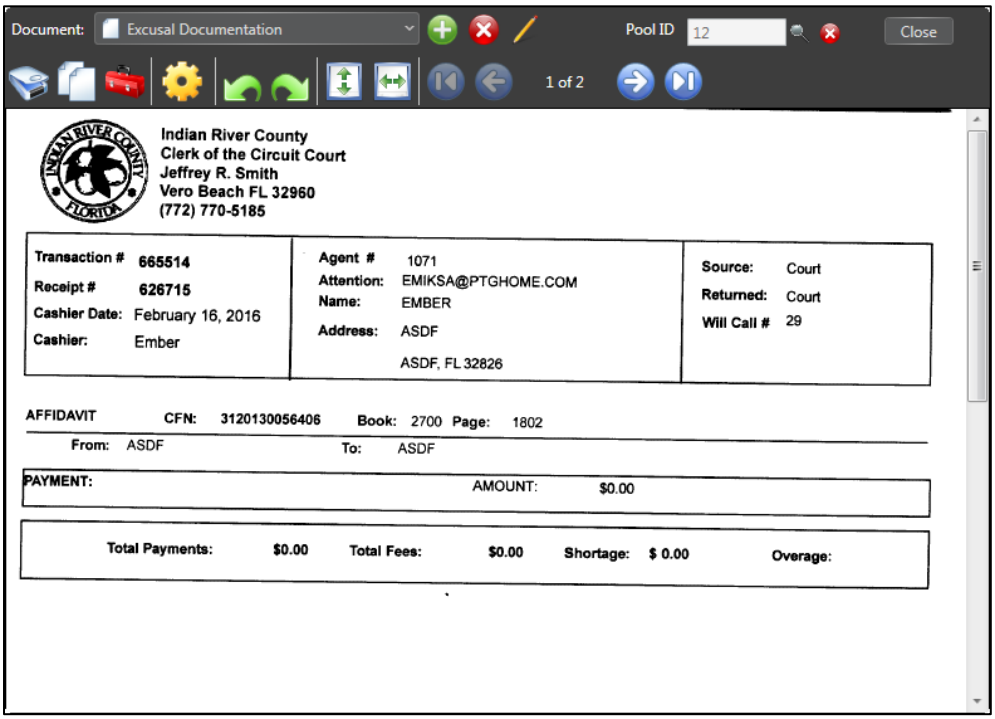


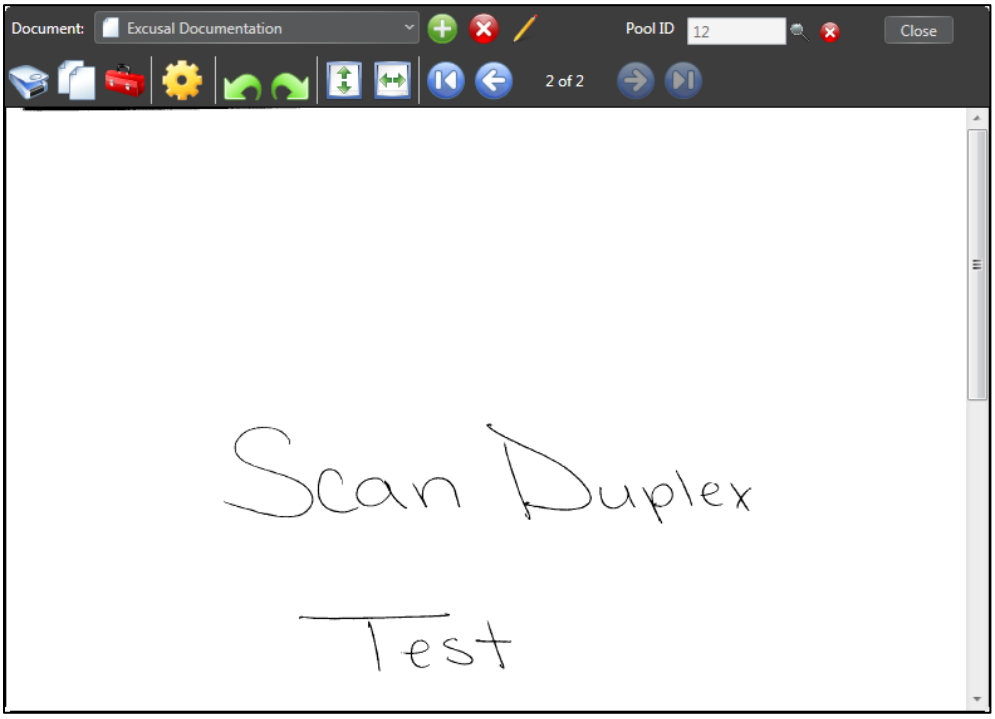
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- Scan Duplex
    1. Click the **Scan Duplex** icon



    2. Both sides of the document will be scanned



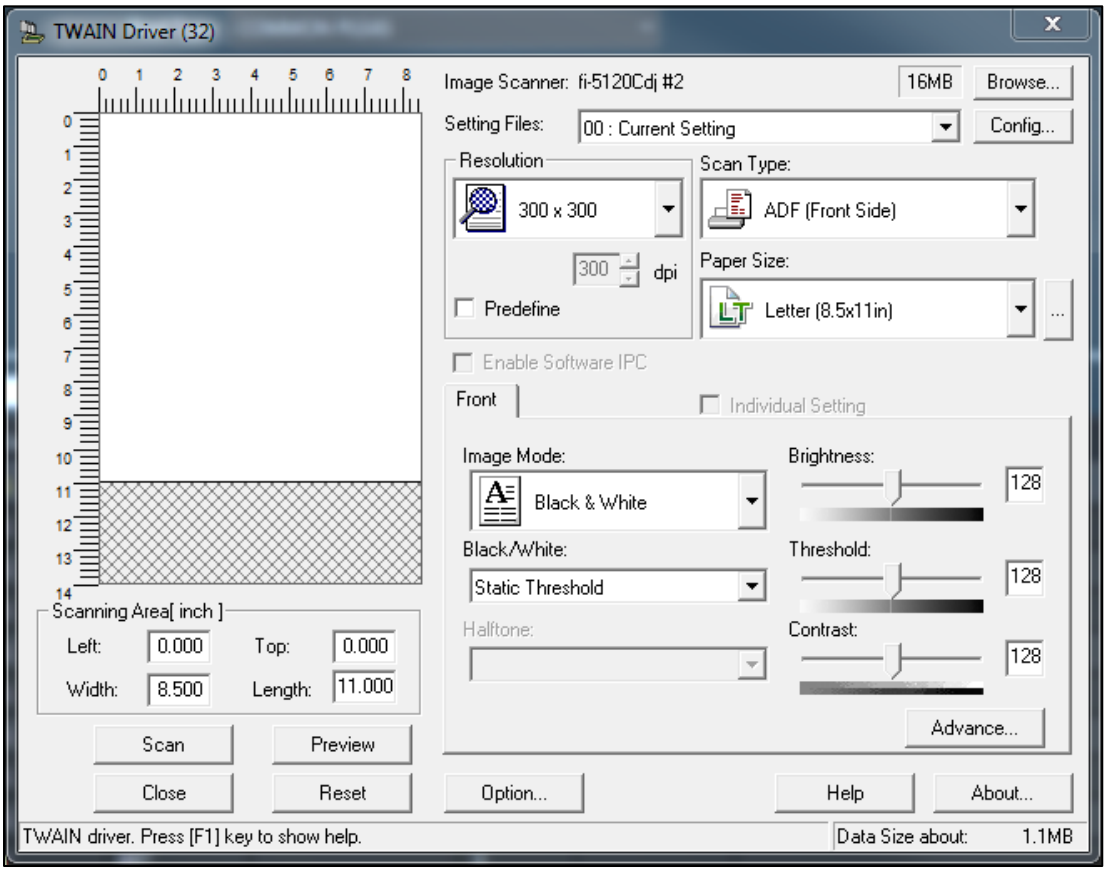


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- Scan With UI
    1. Click the **Scan With UI** icon



    2. The Scan With UI window will appear



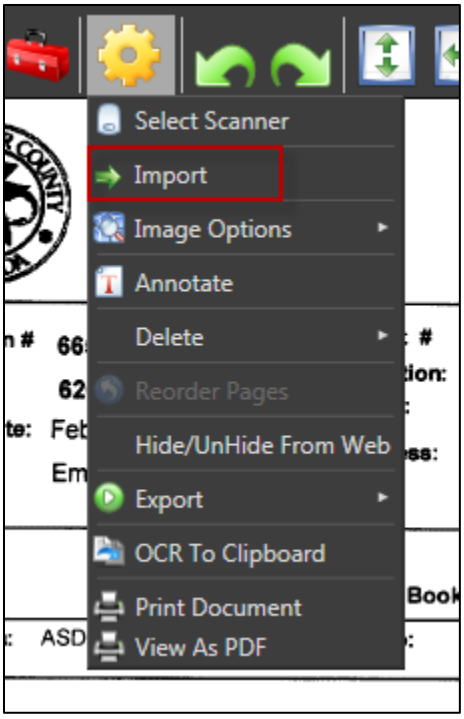
    3. Adjust the settings if needed
    4. Click the **Scan** button
    5. The document will be scanned

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- Import
    1. Click the **Yellow Cog** icon



    2. The Options dropdown will appear
    3. Select **Import**

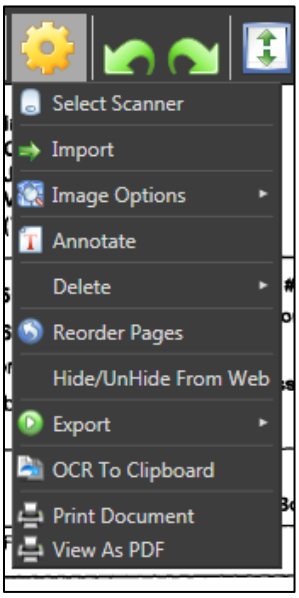


    4. A window will appear to select a document to be imported
    5. Select a document
    6. Click Open
    7. The image will be imported

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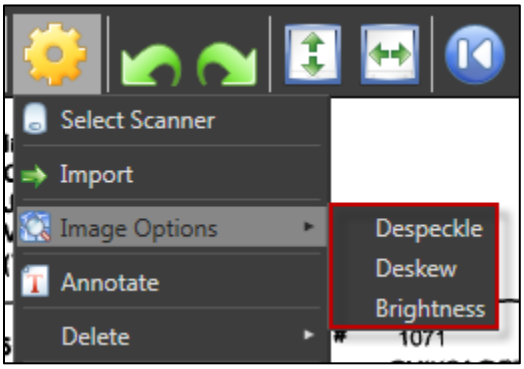
Document Tools

- In the Document Window, there are buttons to Edit, Manipulate, and Navigate the documents. Clicking the **Yellow Cog** icon will open a list of Options.

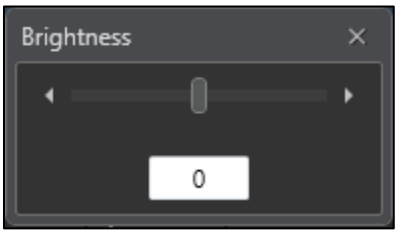


Document Options

- Image Options – Under this category the following options can be used to manipulate the document images.



  - Despeckle – Selecting this option will correct any imperfections in the document image.
  - Deskew - Selecting this option will correct an image that scanned in crooked.
  - Brightness – Selecting this option will adjust the brightness on the scanner. A window will appear and users can increase or decrease the brightness. Users must **Rescan** the image.



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Navigation

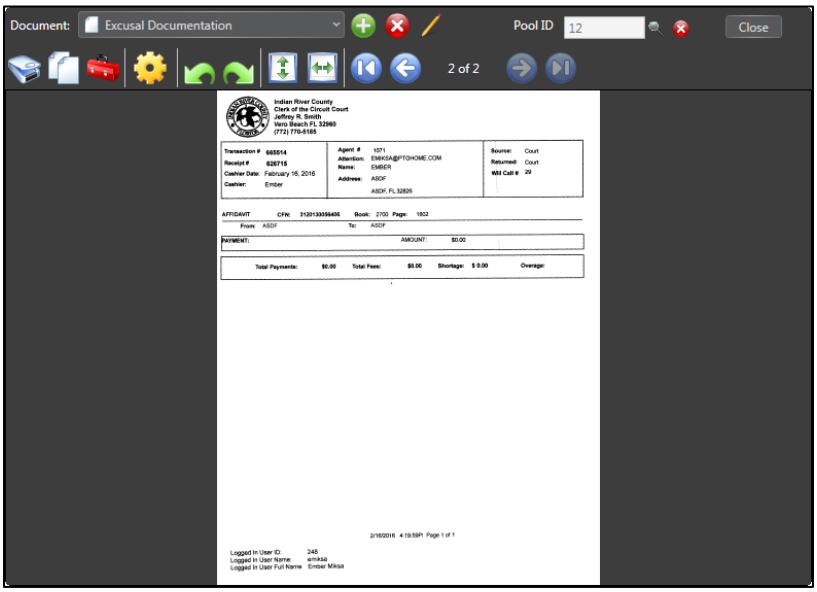
- Rotation – There are two image rotation arrows in the Document Window Tool Bar. One will rotate the image to the left, and the other to the right.



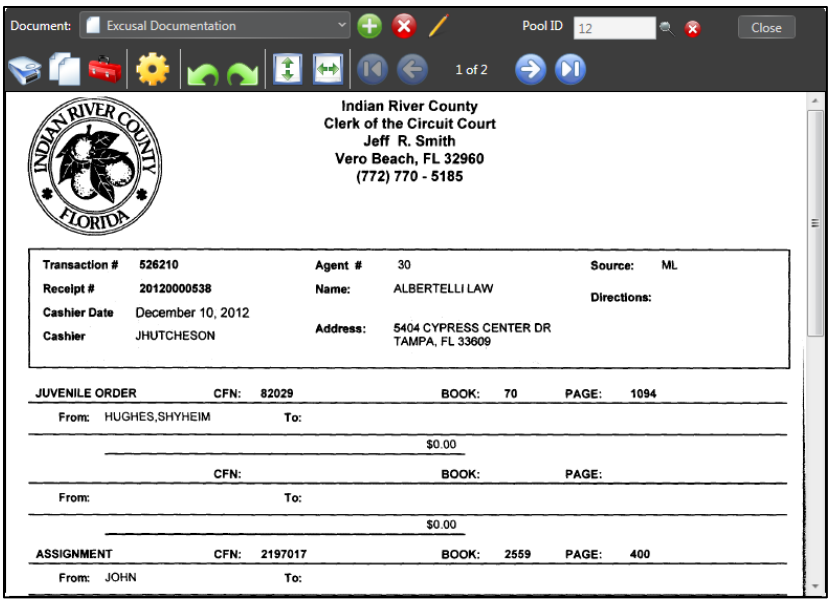
- Fit to Window – There are two buttons on the Document Window which are used to fit the images either by Height or by Width.



  - Window Fit to Height:



  - Window Fit to Width:



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- First/Last – There are a set of arrows in the Document Window Toolbar, use the **Outer** arrows to move to the **First** or **Last** images of the document.



- Next/Previous – There are a set of arrows in the Document Window Toolbar, use the **Inner** arrows to move to the **Previous** or **Next** images of the document.



Deleting Document for a Juror in Selected Pool

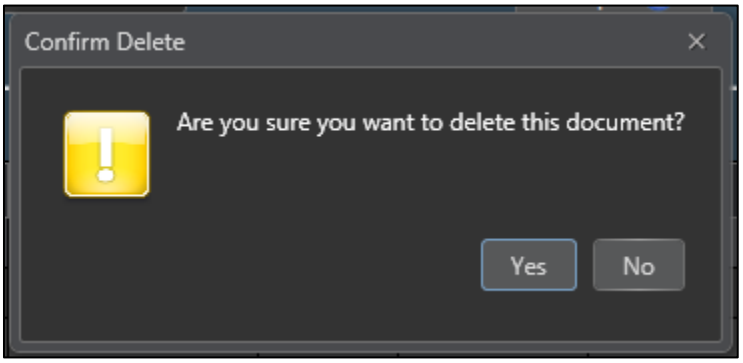
1. Click the **Show Juror Document** icon



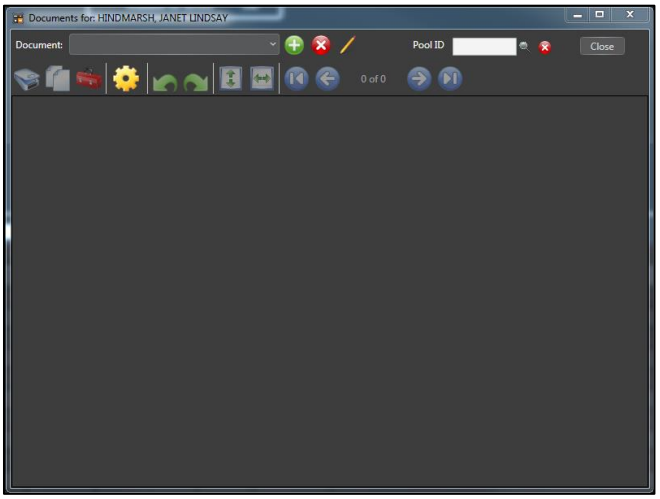
   a. Or use the Hotkey **Ctrl + J**
2. Select the **Red X** icon



3. A **Confirmation Message** will appear



4. Click **Yes** to continue
5. The Document will be deleted



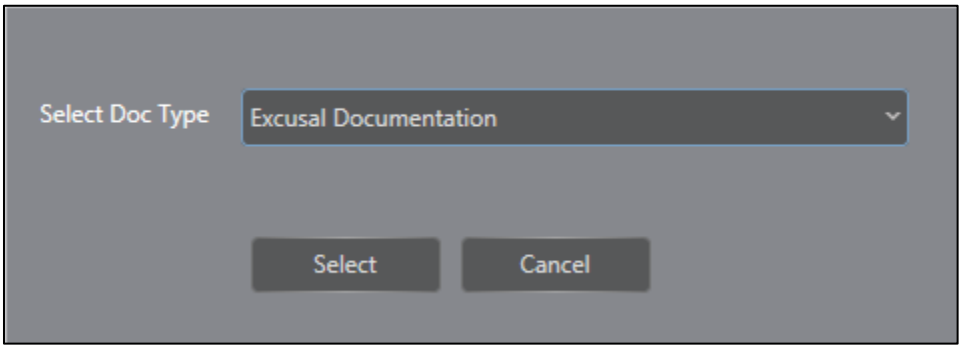
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Change Document Description

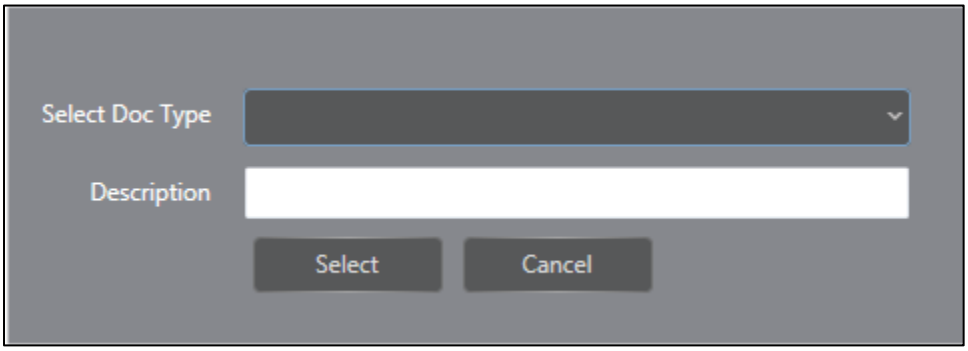
1. Click the **Change Document Description** icon



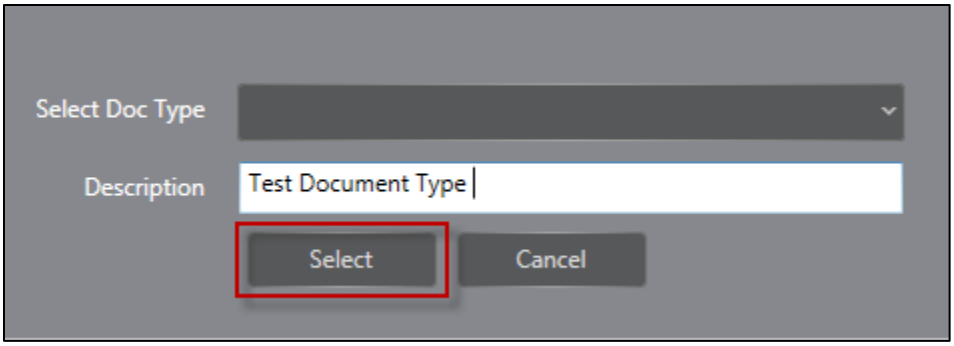
2. This will bring up the Document Type field



3. Select a Document Type from the dropdown
    a. To manually enter a Document Type, select the blank row from the dropdown for the Description field to appear.



4. Click **Select**



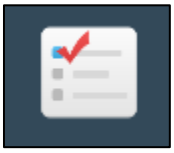
5. The Document Type will be changed



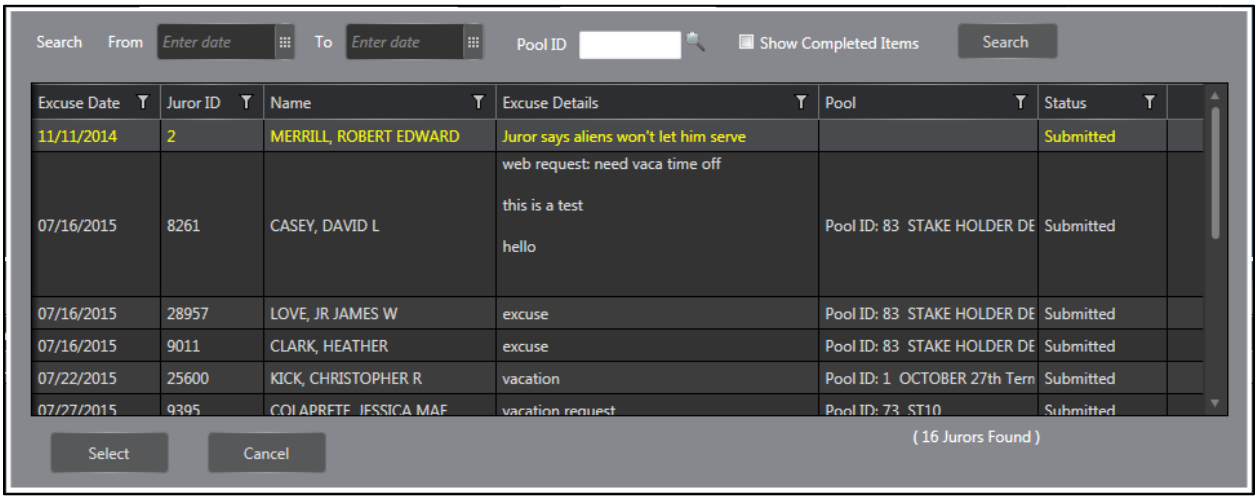
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Excuse Queue

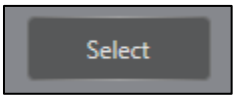
1. Click the **Excuse Queue** button



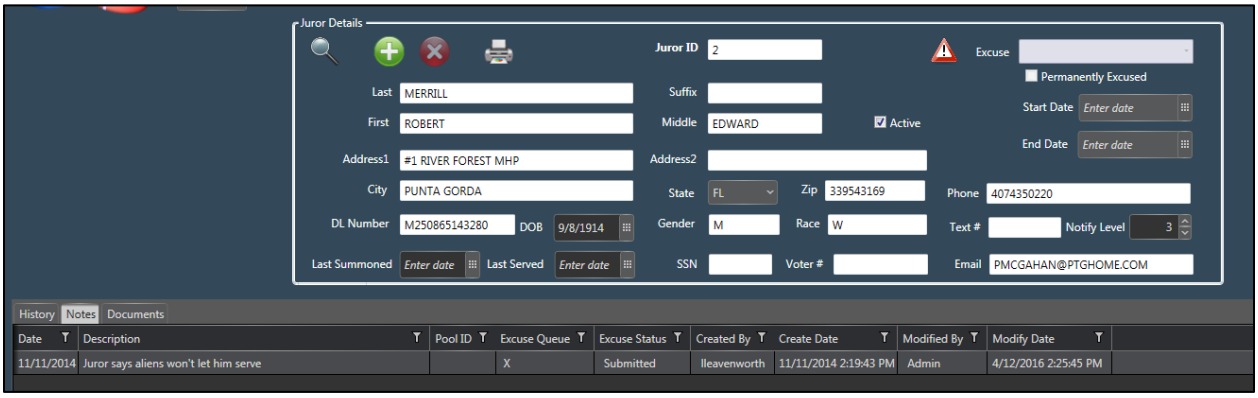
2. This will open the Excuse Queue



3. Select an entry
4. Click **Select**



5. This will open the juror's information

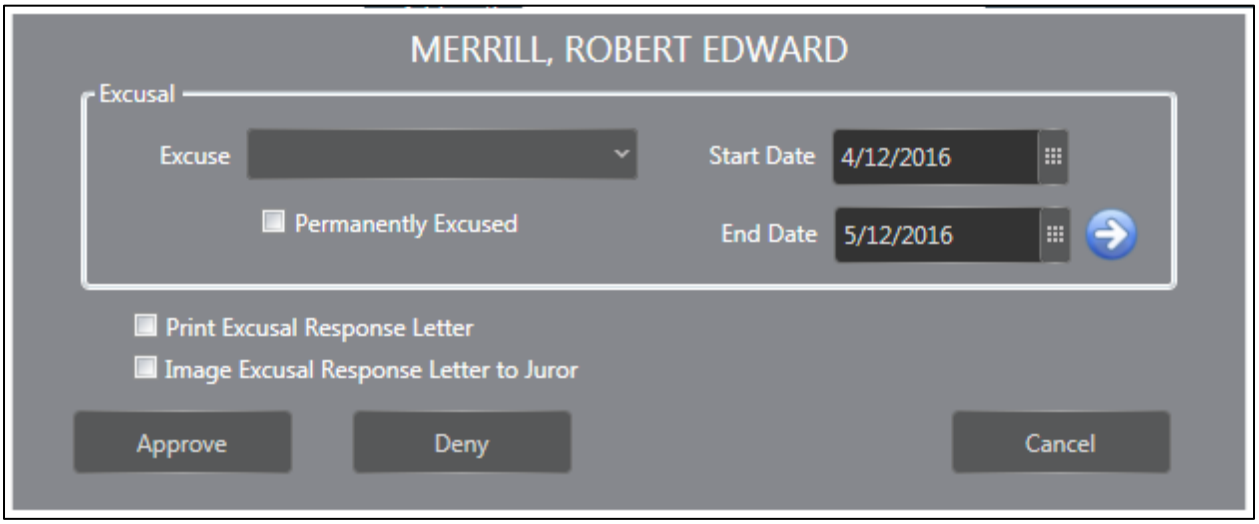


6. Select the Excuse icon

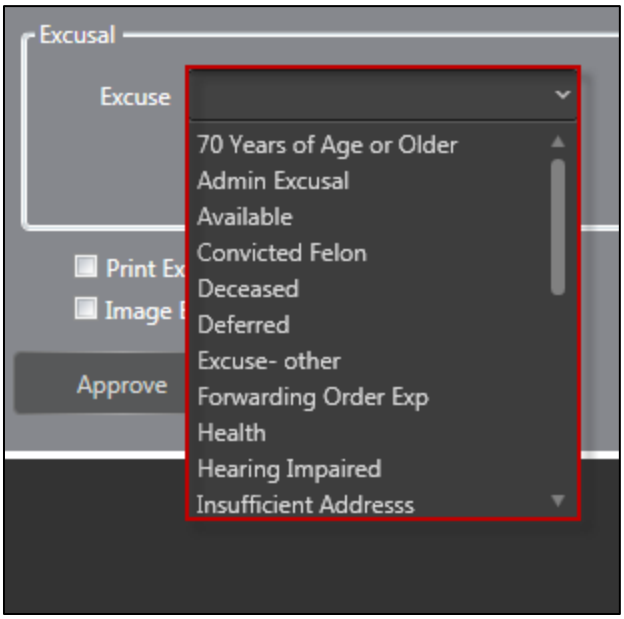


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7. This will open the Excuse Window

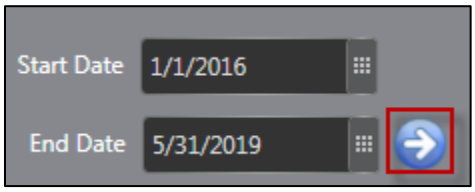


8. Select an **Excuse** from the dropdown

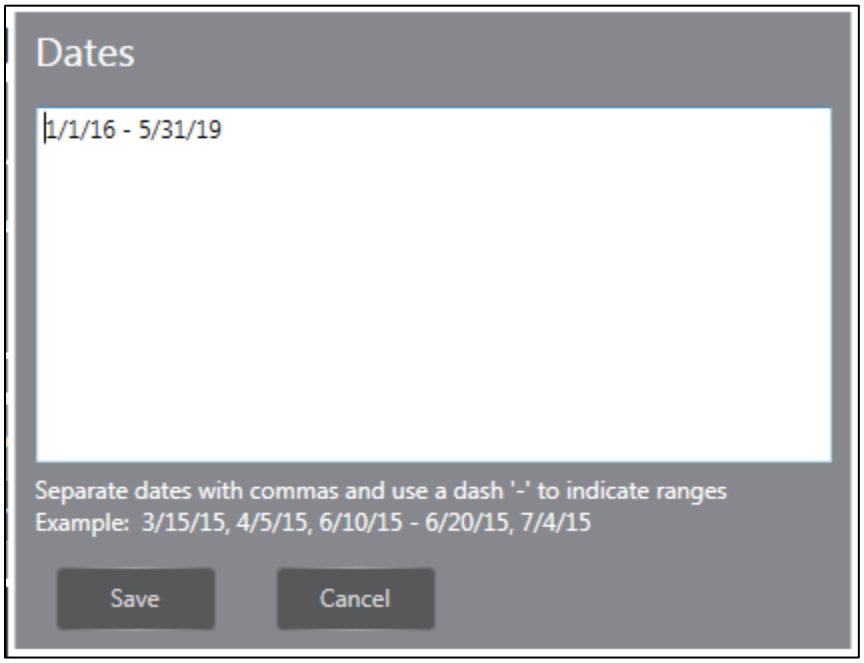


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9. Select the excuse options below, some may not be available depending which excuse is chosen
    a. **Permanently Excused** – This checkbox will indicate that a juror has been permanently excused from participating in Jury Duty.
    b. **Start/End Dates –** These filed are used to set a Start and End date for the excuse.
        i. To add a list of dates, select the **Blue Arrow** icon



        ii. This will open up a window

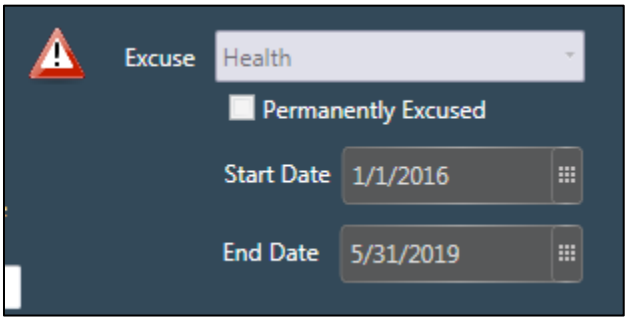


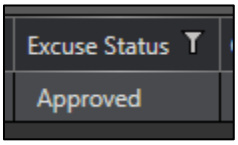
        iii. Enter in dates
        iv. Click **Save**
    c. **Print Excusal Letter –** This checkbox is used to determine whether an Excusal Response Letter will be printed and sent to the juror.
    d. **Image Excusal Response Letter to Juror** – This checkbox is used to determine whether an Excusal Response Letter will be sent to the juror.
10. Select whether to **Approve** or **Deny** the Excuse Request



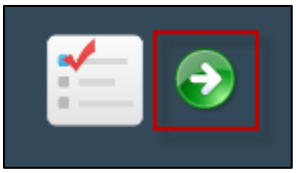
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11. Once approved, the Excuse Information will be populated

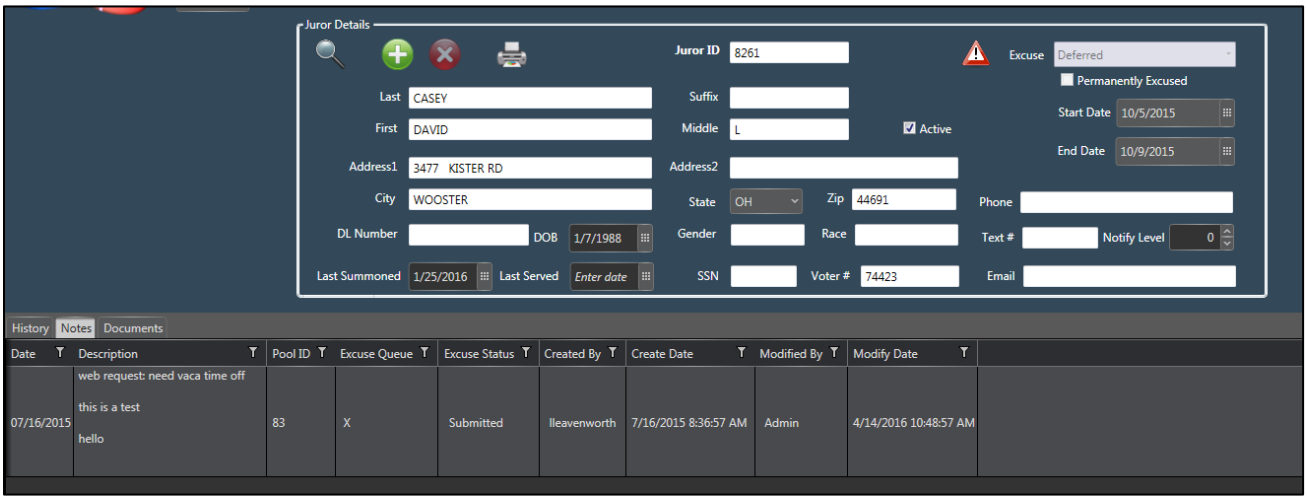




12. Select the **Get Next Item in Excuse Queue** button

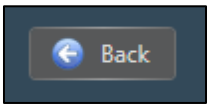


13. The juror will be switched to the next entry in the Excuse Queue

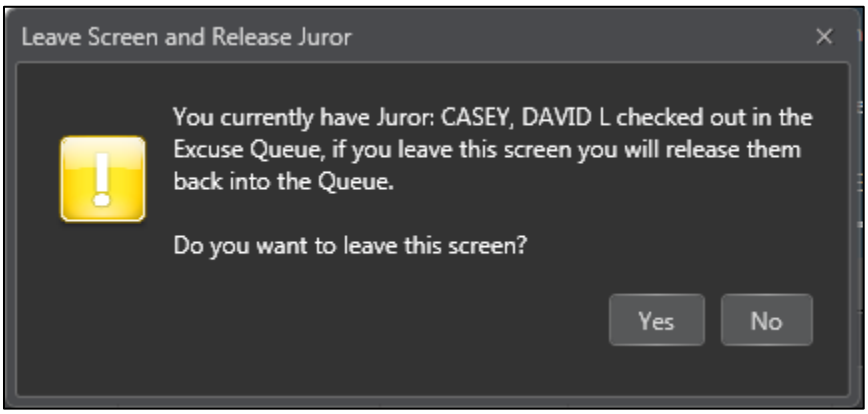


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14. Repeat steps above to continue working with Excuse Queue
    a. Or select **Back** to return to the Jury Homepage



    b. A confirmation message will appear



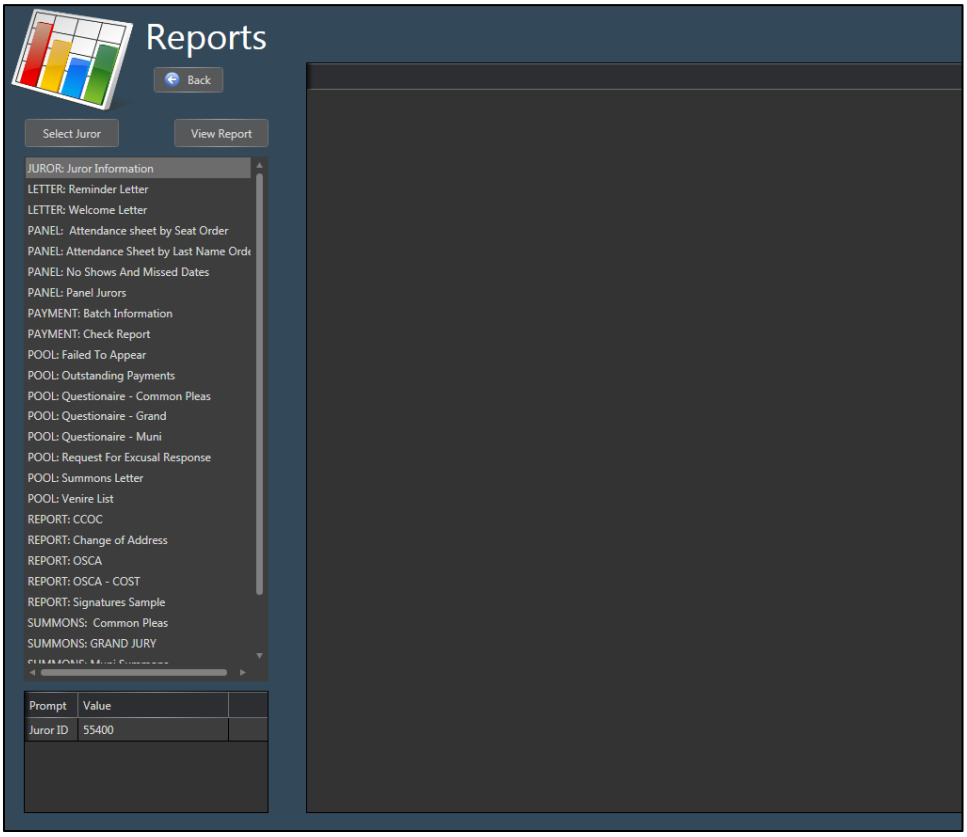
    c. Select **Ok** to confirm leaving the Excuse Queue

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Reports Workspace

- Click the **Reports** icon to open the Reports Workspace

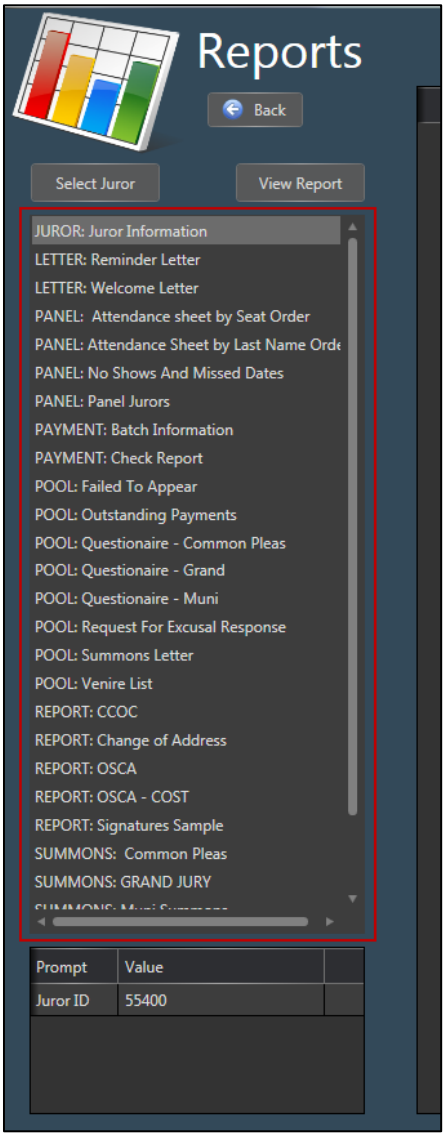




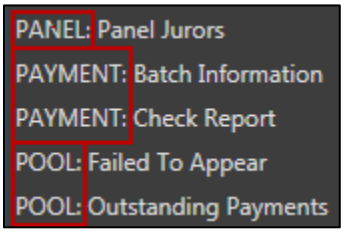
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Viewing Reports

1. Select a Report

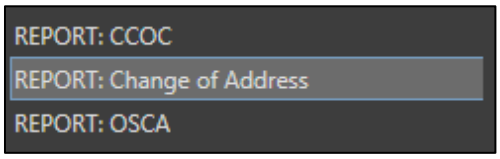


   a. Depending on the report selected, the user may have to select a Juror, Panel, Pool, etc.
      i. Reports will say which needs to be selected.

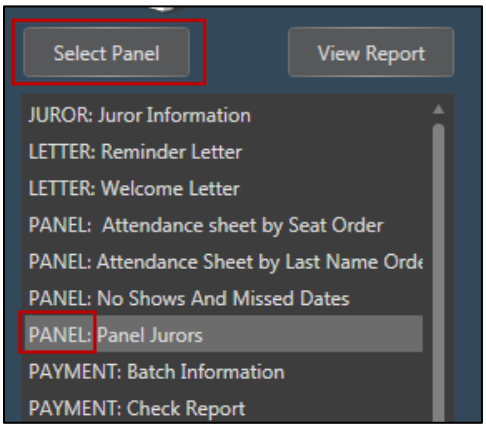


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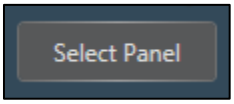
ii. For reports that do not require users to select any additional information, select the report.



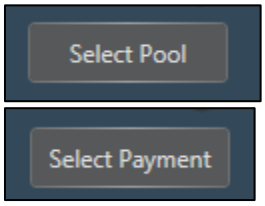
b. When needed, a button will appear above the reports list to select a Juror, Panel, Pool, etc.



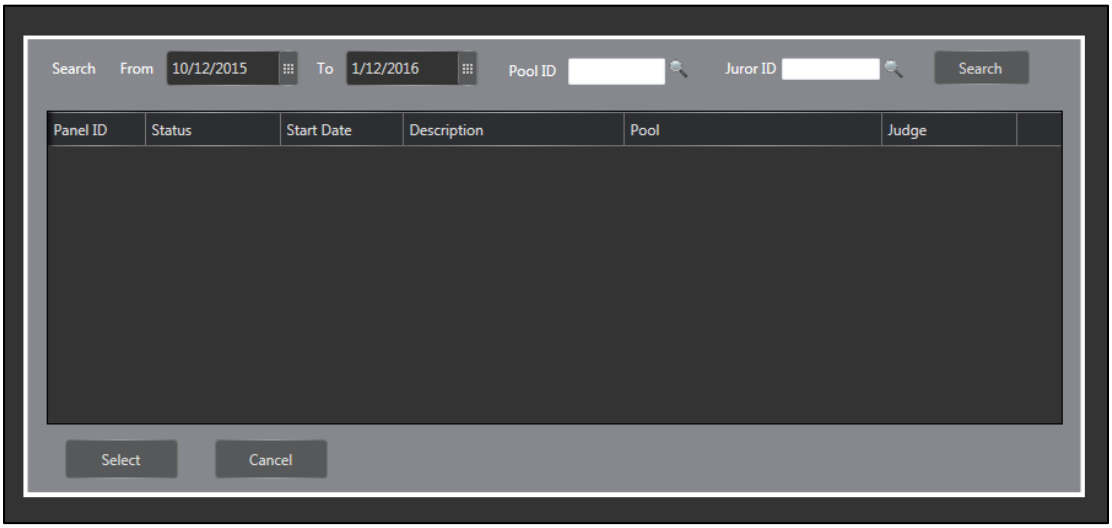
c. Click the **Select** button



i. The button will change to reflect what the report needs selected



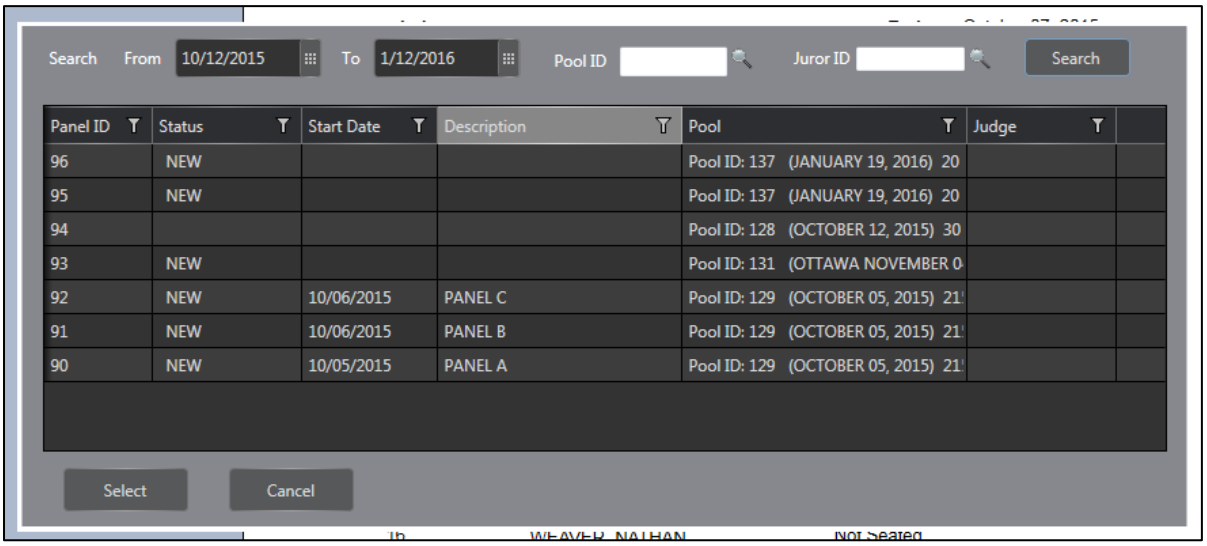
d. A search window will appear for whatever the report needs selected.



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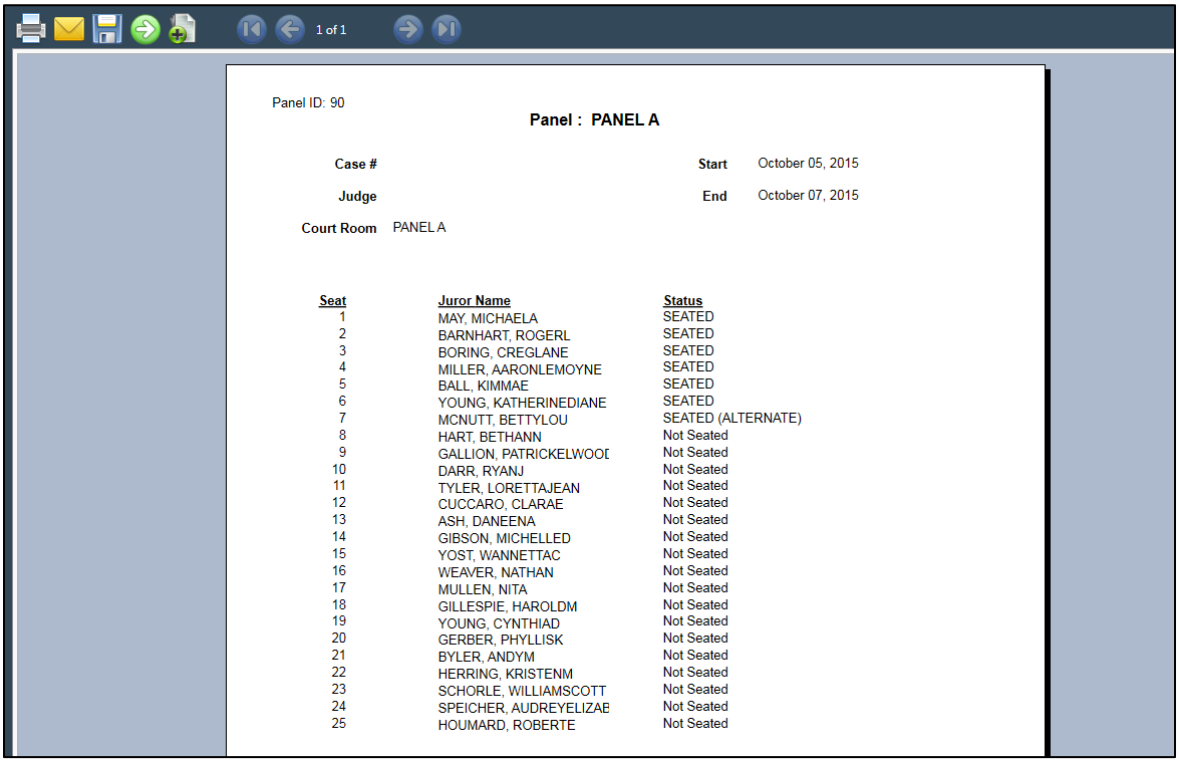
e. Enter search criteria in
    i. **Date Range** – Manually enter in dates, or select a date from the calendar view.
    ii. **Pool ID** – Enter in a Pool ID. Users can also search for the **Pool ID** by selecting the **Magnifying Glass** icon.
    iii. **Juror ID** – Enter in a Juror ID. Users can also search for the **Juror ID** by selecting the **Magnifying Glass** icon.

f. Click **Search**



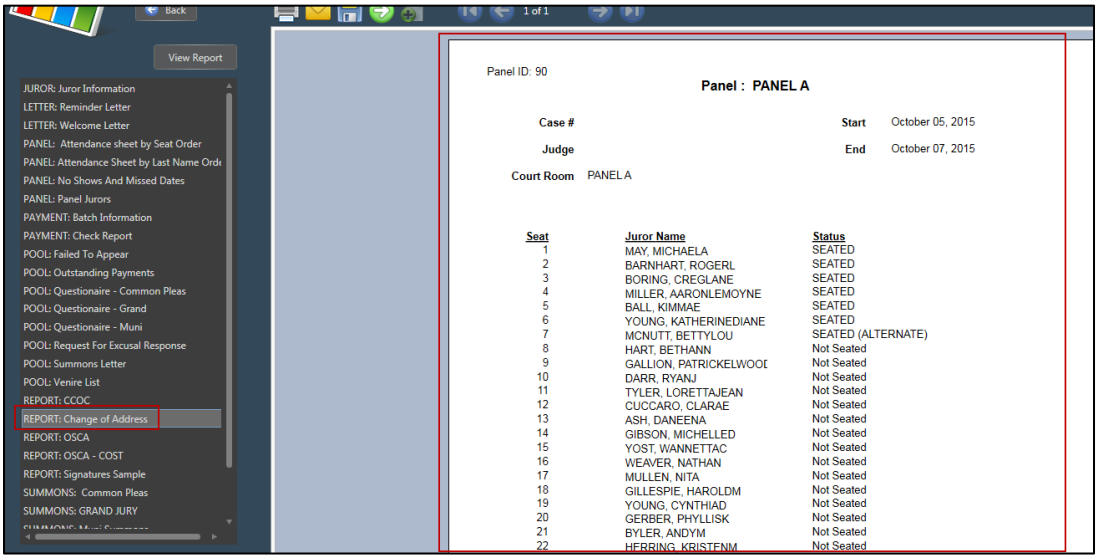
g. Select desired result, and click **Select**

h. The Report will automatically be loaded

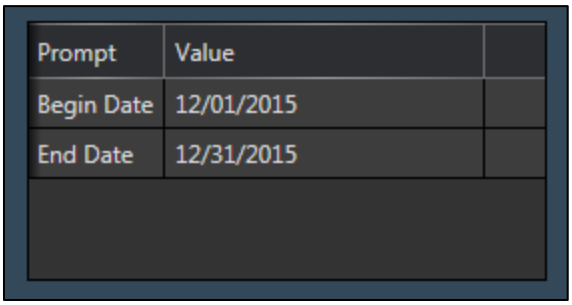


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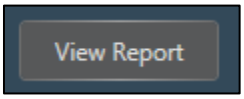
i. Selecting a report will not change the currently viewed report.



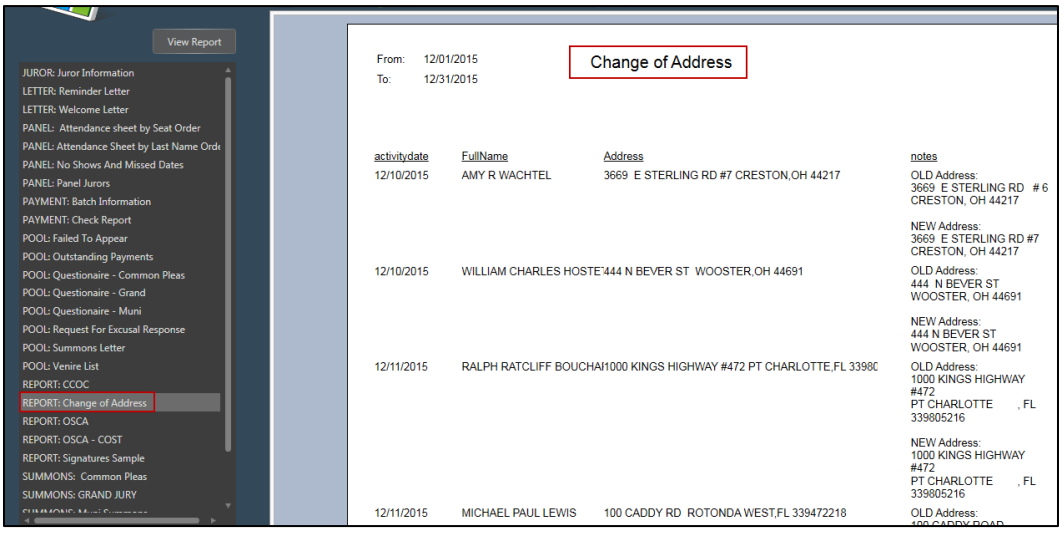
2. Set **Report Parameters** (These will vary by report selected)



3. After selecting the report, users must click **View Report** to change the report screen.



4. The report screen will be changed to reflect the currently selected report



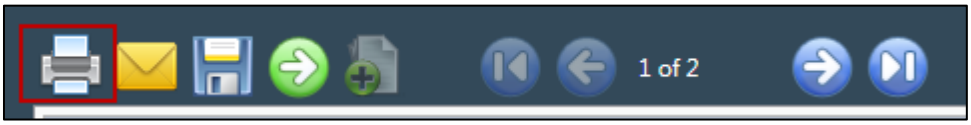
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Report Tools

- Along the top of the report window are tools users can use to print, email, export, eRecord, or navigate.

Print Reports

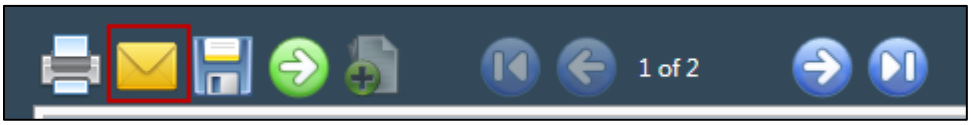
1. To **Print** a report, select the **Printer** icon



2. A window will appear to select a printer. Once a printer has been selected, click print.
3. The report will be printed.

Email Reports

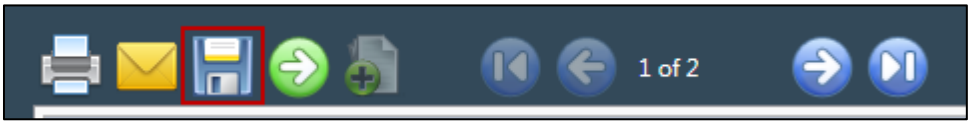
1. To **Email** a report, select the **Envelope** icon



2. An email window will be opened with the report as an attachment.
3. Fill in an email address, and add a message
4. Click **Send**
5. The Report will be sent.

Export Report

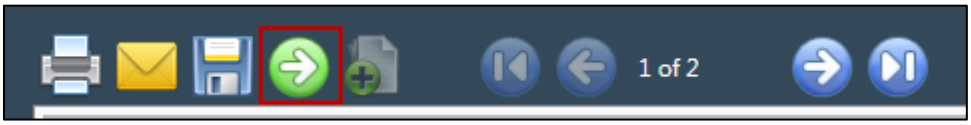
1. To **Export** a report, select the icon



2. A window will appear to select the location to save the export.
3. Select a location and name the file, click **Save**.

Export to Fixed Width Text File

1. To **Export Current Report as Text File** select the **Green Arrow** icon.

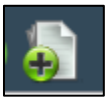


2. A window will appear to select the location to save the export.
3. Select a location and name the file, click **Save**.

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Save Image of Report to Juror Documents

1. To **Save Image of Report to Juror Documents** select the icon



   a. This button will only be available on certain reports.
2. The report will be saved under the juror's documents.
   a. The juror will be selected in the parameters before the report is run.

Report Navigation

1. Users can use the **Blue Arrows** to navigate through a report with multiple pages.



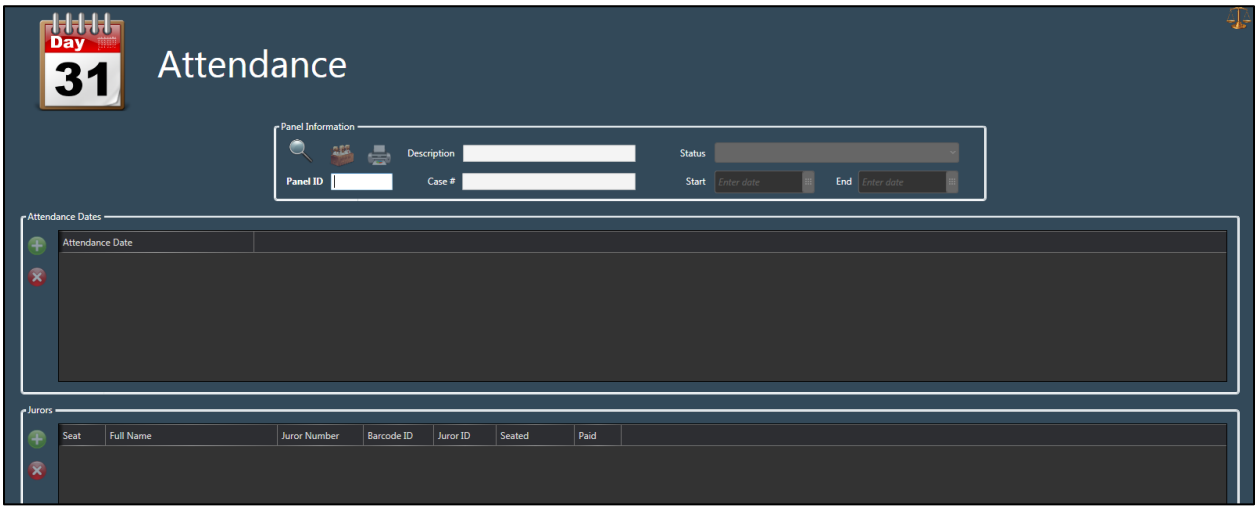
   a. The outer arrows will bring the user to the **First** and **Last** pages. The inner arrows will move the user to the **Previous** page or the **Next** page.

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Attendance Workspace

- Click the **Attendance** icon to open the Attendance Workspace



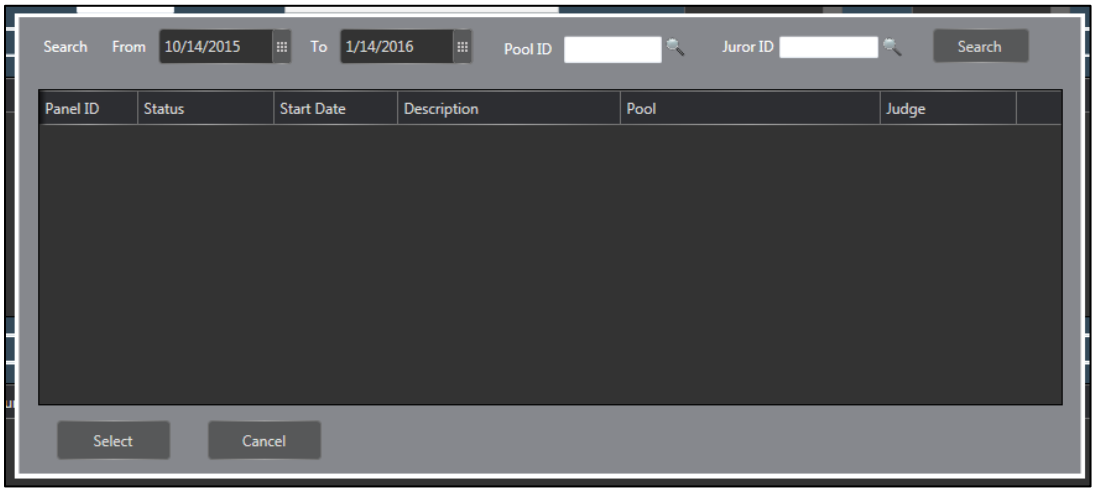


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Panel Information

1. Select a Panel. Two options:
    a. **Browse Panels** by clicking the **Magnifying Glass** icon. This will bring up a search window.



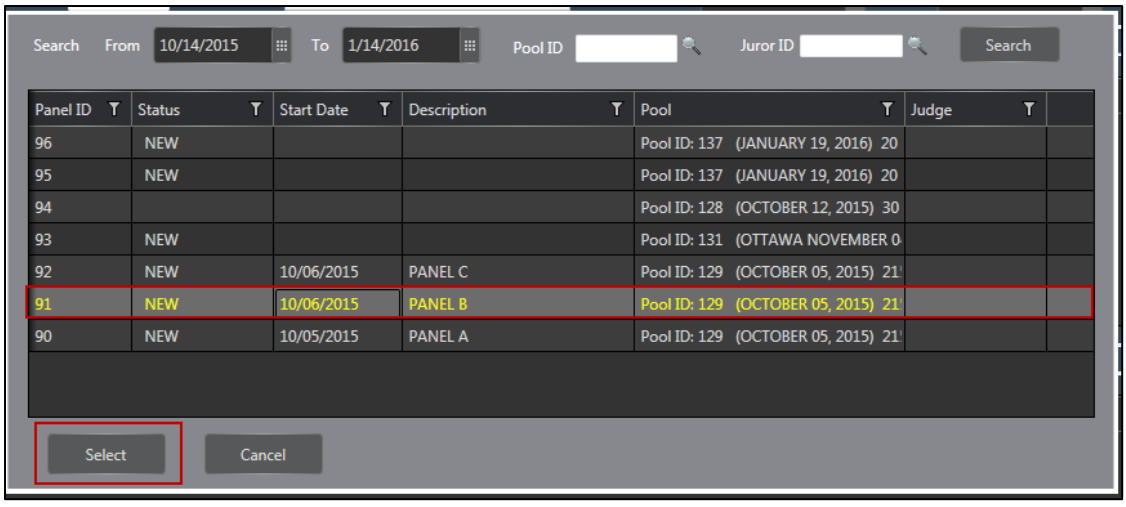


i. Enter in Search Criteria
    1. **Date Range** – Manually enter in dates, or select a date from the calendar view.
    2. **Pool ID** – Enter in a Pool ID. Users can also search for the **Pool ID** by selecting the **Magnifying Glass** icon.
    3. **Juror ID** – Enter in a Juror ID. Users can also search for the **Juror ID** by selecting the **Magnifying Glass** icon.

ii. Click **Search**

iii. Select a Panel from the search results

iv. Click **Select**



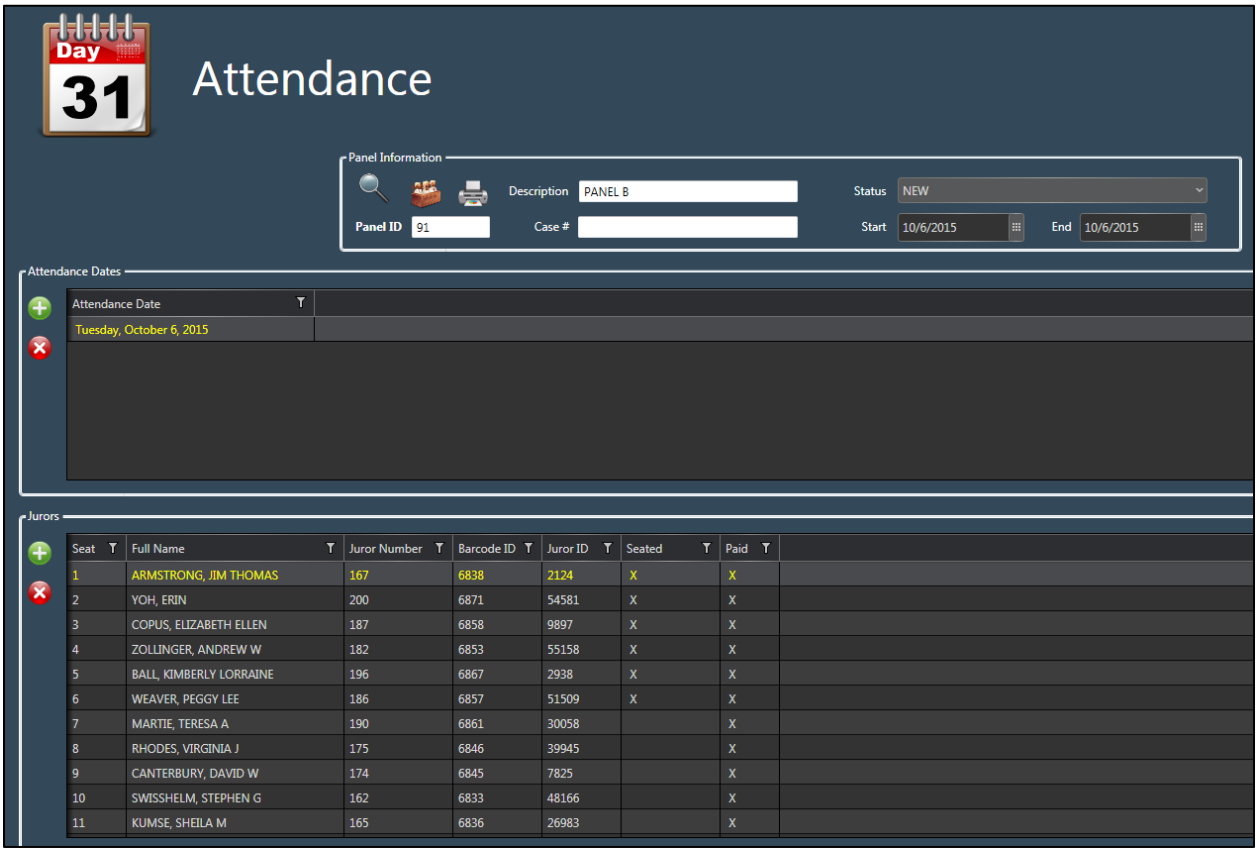
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b. **Manually Enter** Panel ID into the field



i. Press the **Enter** key

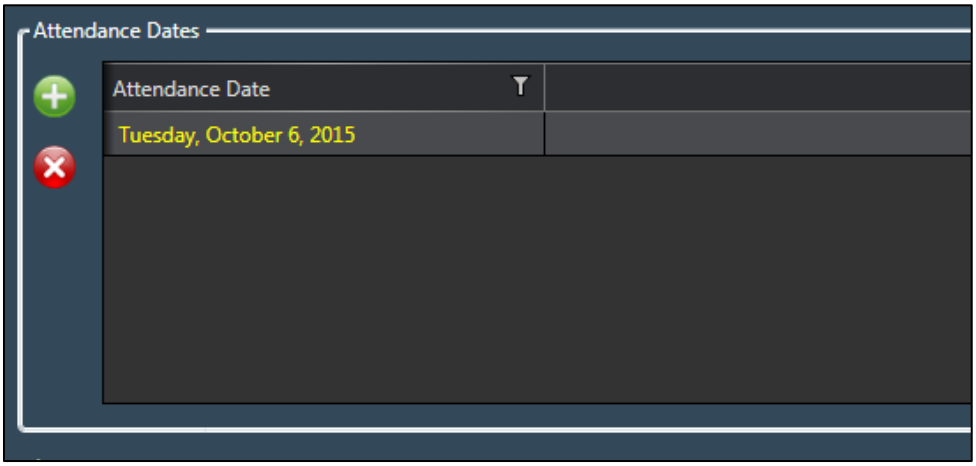
2. The Panel information will be populated on the page



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Attendance Dates

1. This section controls the dates which the selected panel is set to attend.



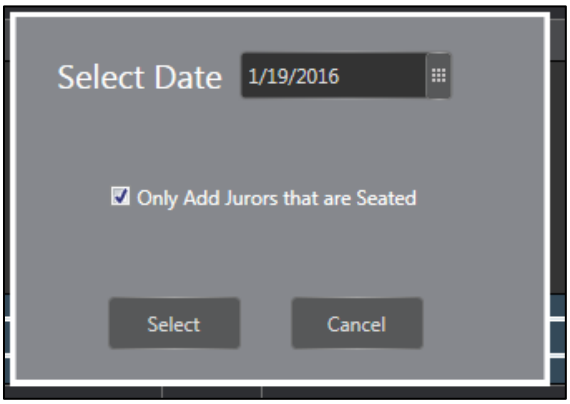
2. Users can add dates or delete dates in this section.

Adding Dates

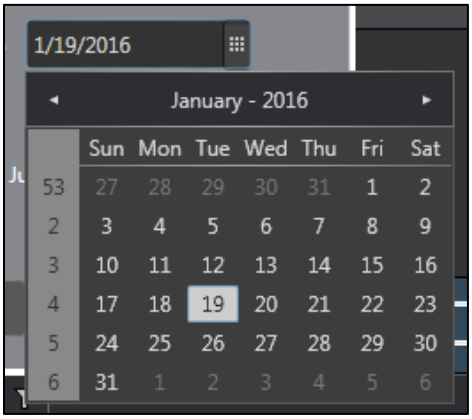
1. Select the **Green Plus** icon



2. A window will appear to select a date

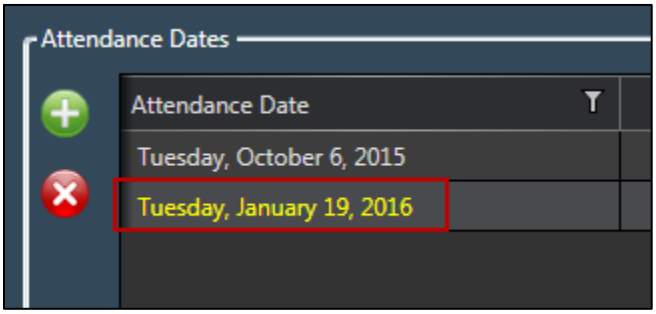


3. Manually enter in a date, or select one from the calendar view



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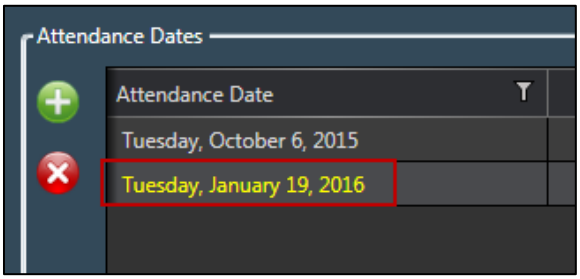
4. Check the check box, depending if the user would like to only add jurors that are seated
5. Click **Select**
6. The date will be added



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Deleting Dates

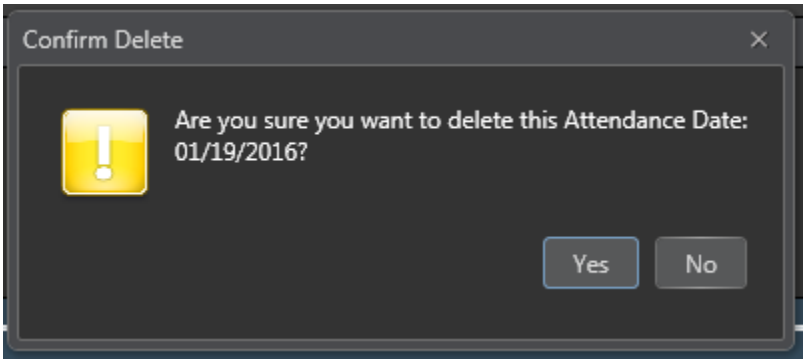
1. Select a date



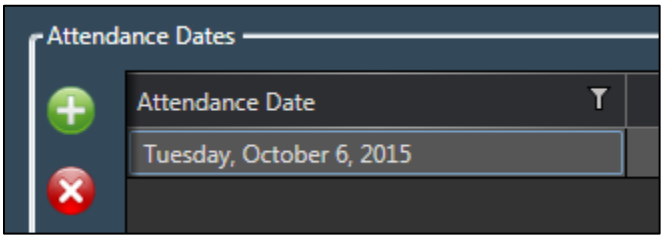
2. Click the **Red X** icon



3. A confirmation box will appear



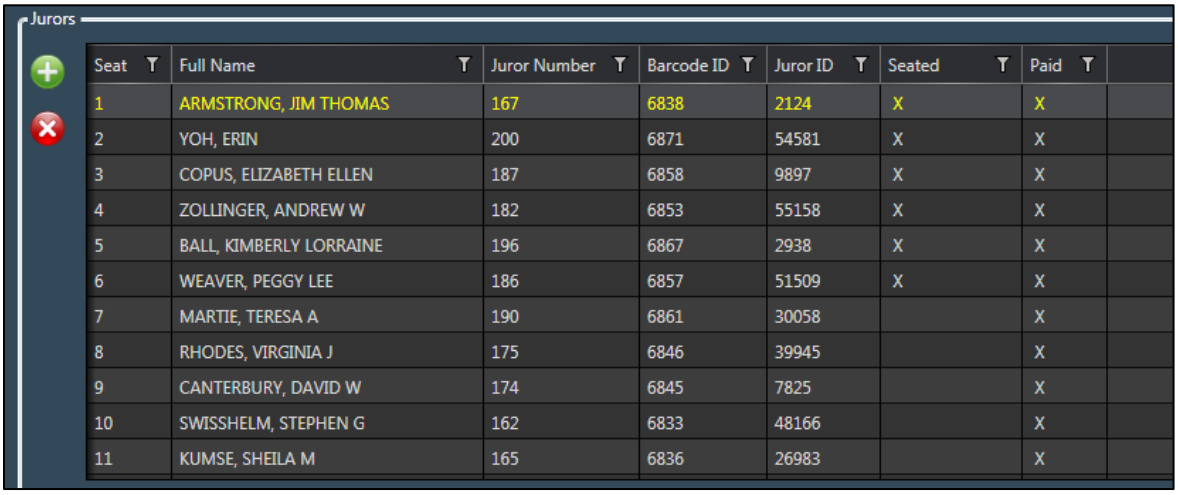
4. Select **Yes**
5. The date will be deleted



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Jurors

1. This field will be populated once the **Panel ID** is entered



Seat	Full Name	Juror Number	Barcode ID	Juror ID	Seated	Paid
1	ARMSTRONG, JIM THOMAS	167	6838	2124	X	X
2	YOH, ERIN	200	6871	54581	X	X
3	COPUS, ELIZABETH ELLEN	187	6858	9897	X	X
4	ZOLLINGER, ANDREW W	182	6853	55158	X	X
5	BALL, KIMBERLY LORRAINE	196	6867	2938	X	X
6	WEAVER, PEGGY LEE	186	6857	51509	X	X
7	MARTIE, TERESA A	190	6861	30058		X
8	RHODES, VIRGINIA J	175	6846	39945		X
9	CANTERBURY, DAVID W	174	6845	7825		X
10	SWISSHELM, STEPHEN G	162	6833	48166		X
11	KUMSE, SHEILA M	165	6836	26983		X

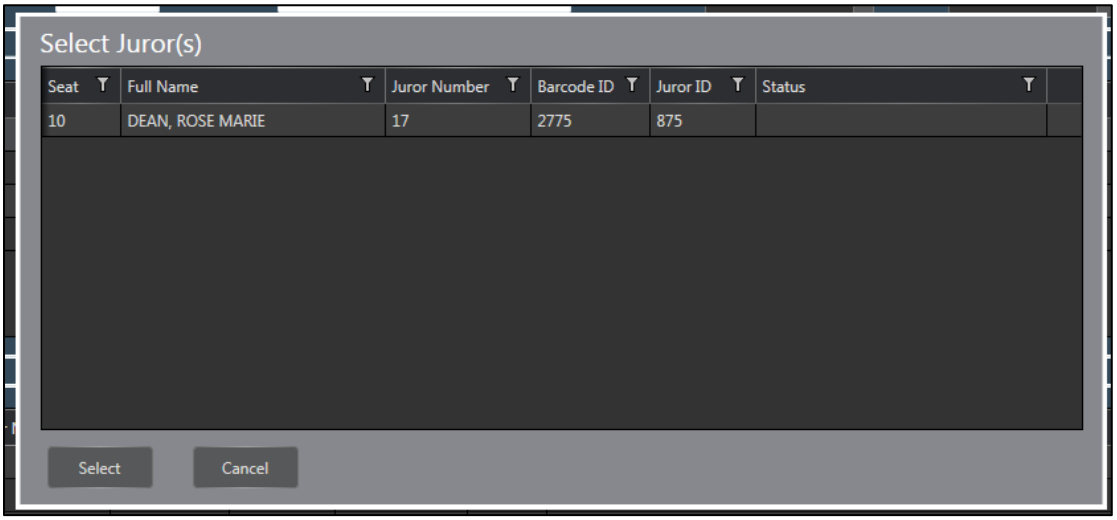
2. Users can Add or Delete jurors that are within the Panel ID

Adding Jurors

1. Select the **Green** icon



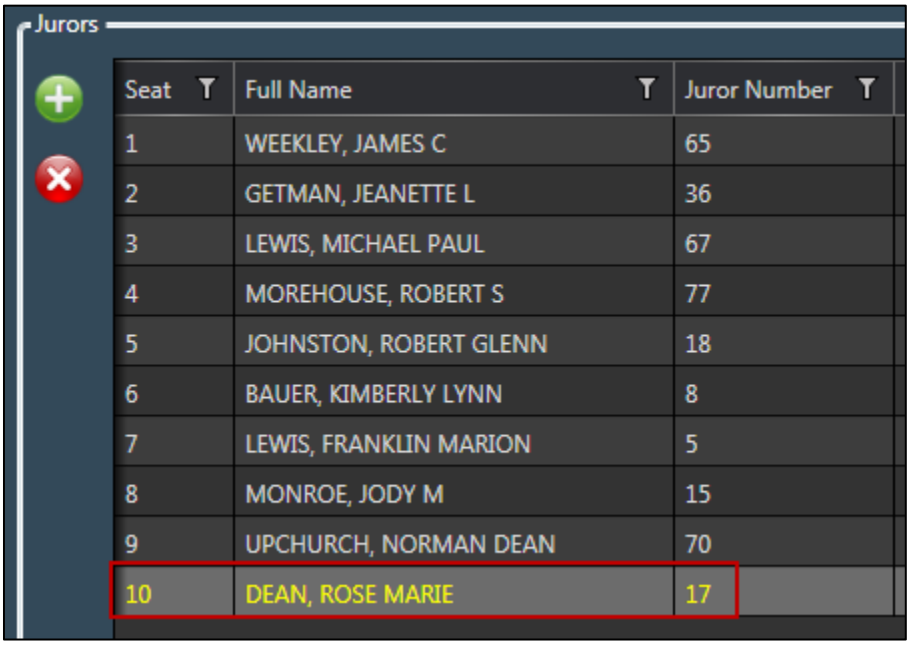
2. A window will appear with the possible jurors that can be added



   a. If no jurors are present in this window, all are populated in the Jurors section
3. Select a juror
4. Click **Select**

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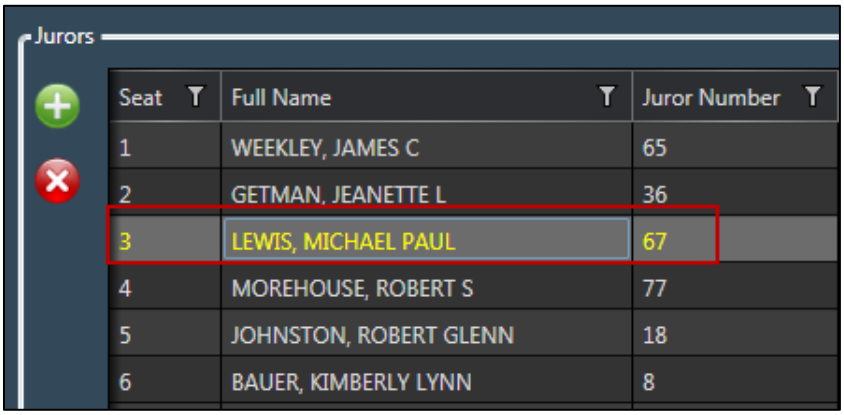
5. The juror will be added to the Jurors section



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Deleting Jurors

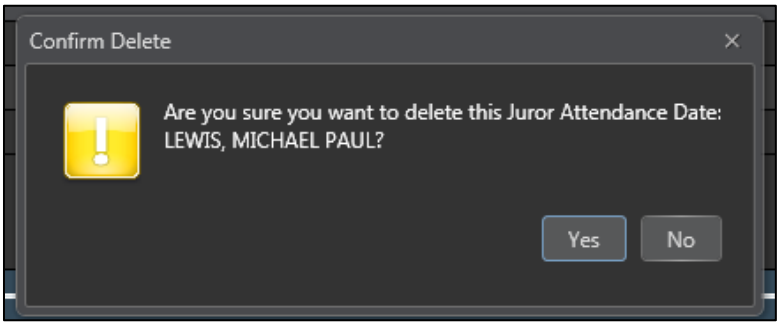
1. Select a Juror



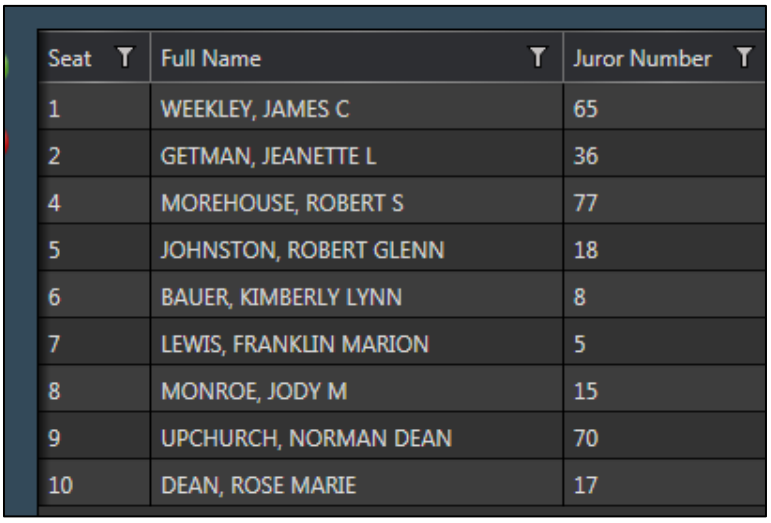
2. Select the **Red X**



3. A confirmation box will appear



4. Select **Yes**
5. The juror will be deleted

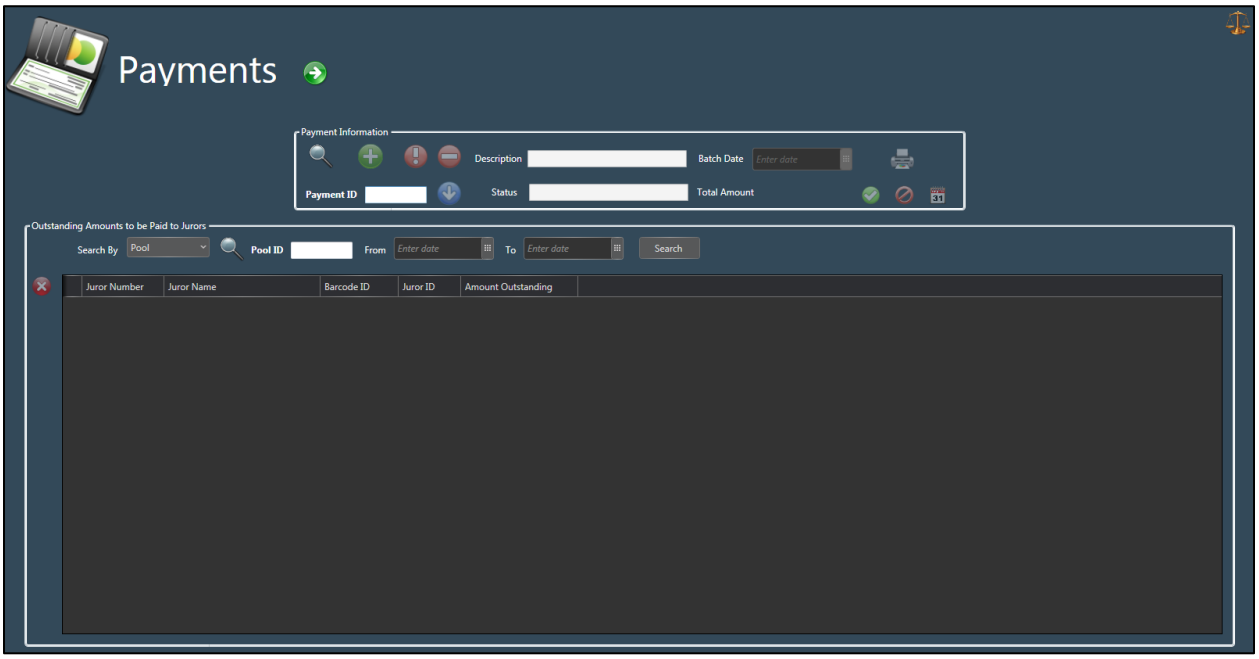


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Payments Workspace

- Click the **Payments** icon to open the Payments Workspace





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Payment Information

Opening Payment Information

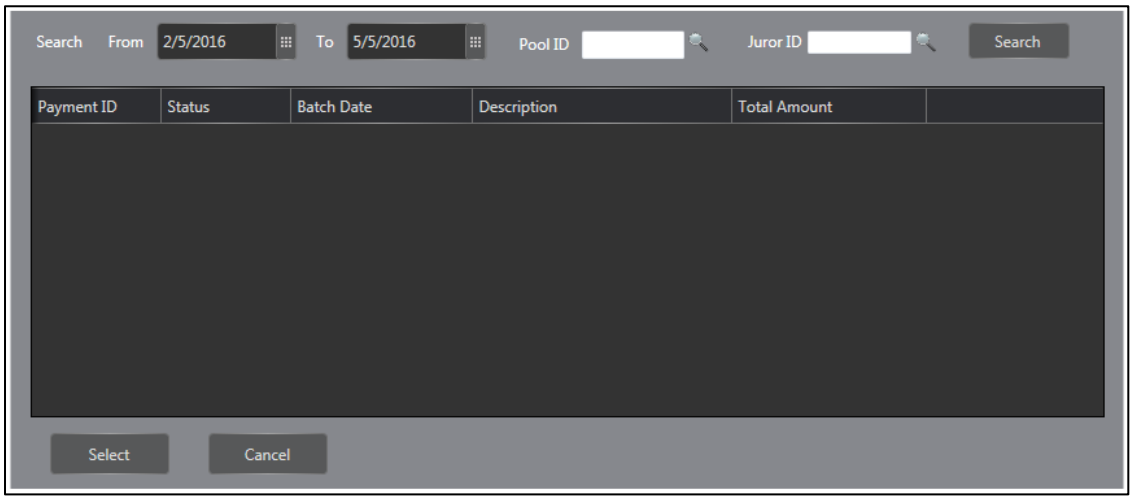
1. Open a Payment Batch
    a. Enter the **Payment ID** number into the field and click the **Enter** key



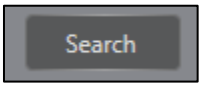
    b. Or click the **Magnifying Glass** icon to search Payment ID numbers



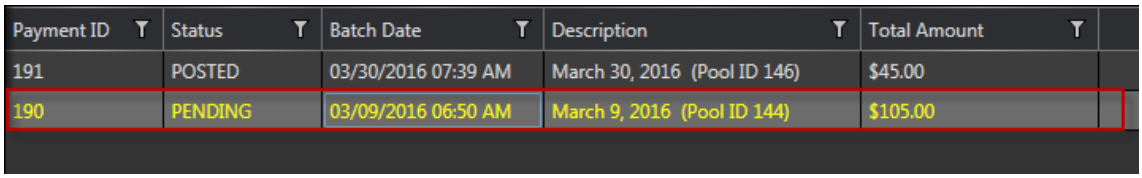
        i. A search window will appear



        ii. Enter in search criteria and click **Search**



        iii. Select a Payment ID from the results

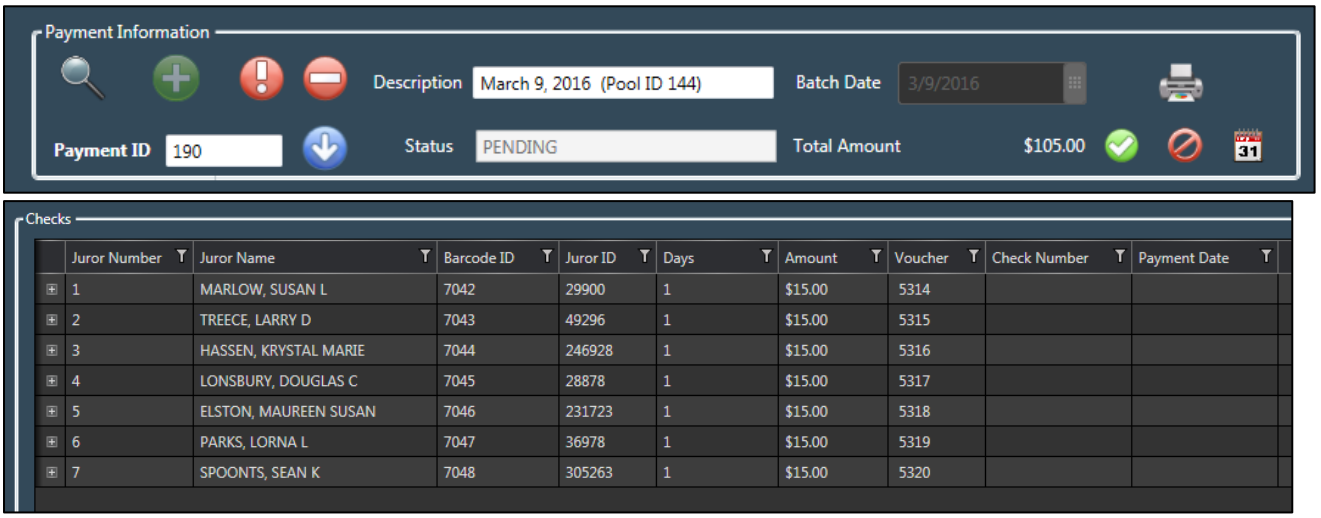


        iv. Click **Select**



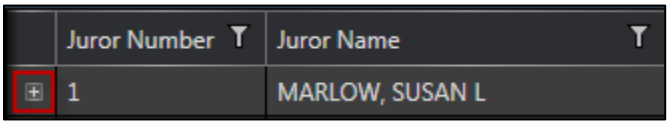
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2. The Payment Information fields will populate, and the field below will show the **Checks** in the Payment ID

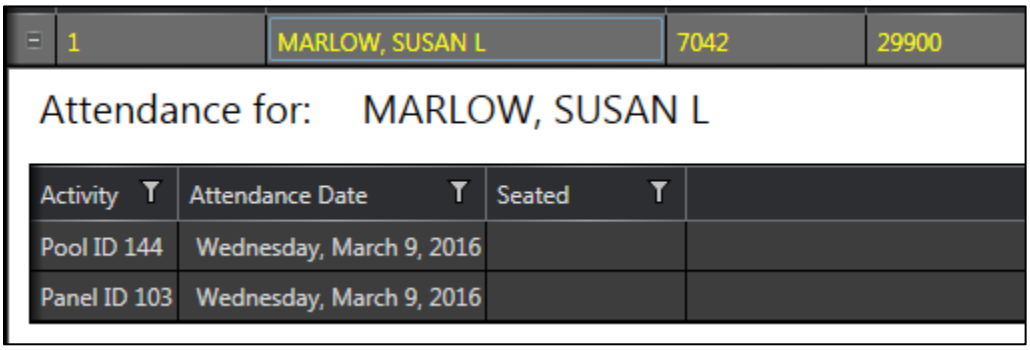


Juror Number	Juror Name	Barcode ID	Juror ID	Days	Amount	Voucher	Check Number	Payment Date
1	MARLOW, SUSAN L	7042	29900	1	$15.00	5314		
2	TREECE, LARRY D	7043	49296	1	$15.00	5315		
3	HASSEN, KRYSTAL MARIE	7044	246928	1	$15.00	5316		
4	LONSBURY, DOUGLAS C	7045	28878	1	$15.00	5317		
5	ELSTON, MAUREEN SUSAN	7046	231723	1	$15.00	5318		
6	PARKS, LORNA L	7047	36978	1	$15.00	5319		
7	SPOONTS, SEAN K	7048	305263	1	$15.00	5320		

3. Click the **Plus** icon next to the Juror row to expand the juror's information



Juror Number	Juror Name
1	MARLOW, SUSAN L



1	MARLOW, SUSAN L	7042	29900

Attendance for: MARLOW, SUSAN L

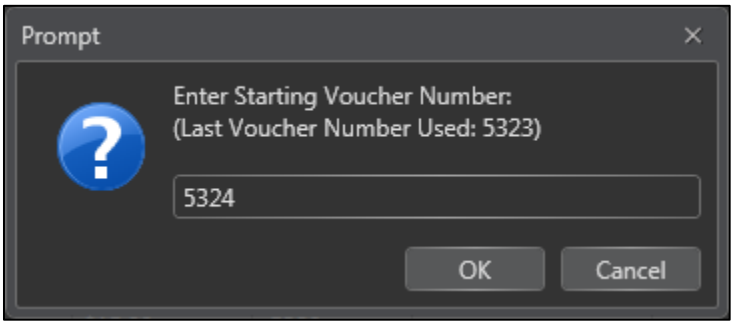
Activity	Attendance Date	Seated	
Pool ID 144	Wednesday, March 9, 2016		
Panel ID 103	Wednesday, March 9, 2016		

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Payment Information Tools

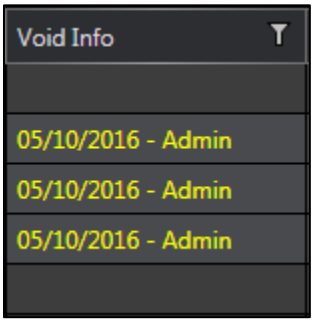
- **Create Payment Batch** – Clicking this icon will create a new Payment Batch for the checks in the table below. New check voucher numbers, and a new Payment ID will be given.



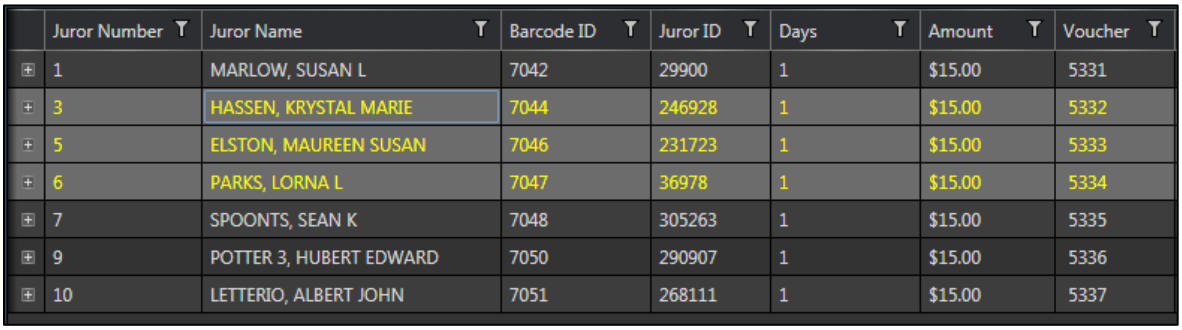


- **Void Selected Checks** – Clicking this icon will **Void** the selected checks. A confirmation message will appear. Click **Yes** to continue voiding checks. The **Void Info** column will be populated.





  - To select multiple checks, select one check, then press the **Shift** key and click another check. Checks in between will be selected.



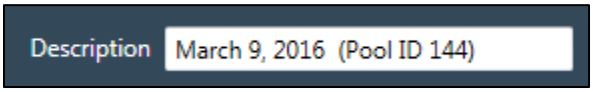
Juror Number	Juror Name	Barcode ID	Juror ID	Days	Amount	Voucher
1	MARLOW, SUSAN L	7042	29900	1	$15.00	5331
3	HASSEN, KRYSTAL MARIE	7044	246928	1	$15.00	5332
5	ELSTON, MAUREEN SUSAN	7046	231723	1	$15.00	5333
6	PARKS, LORNA L	7047	36978	1	$15.00	5334
7	SPOONTS, SEAN K	7048	305263	1	$15.00	5335
9	POTTER 3, HUBERT EDWARD	7050	290907	1	$15.00	5336
10	LETTERIO, ALBERT JOHN	7051	268111	1	$15.00	5337

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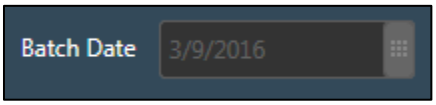
- **Un-Void Selected Checks** – Clicking this button will **Un-Void** checks. Voided checks to be undone must be selected prior to clicking the button. A confirmation message will appear. Click **Yes** to continue.

Juror Number	Juror Name	Barcode ID	Juror ID	Days	Void Info	Amount
1	MARLOW, SUSAN L	7042	29900	1		$15.00
3	HASSEN, KRYSTAL MARIE	7044	246928	1		$15.00
5	ELSTON, MAUREEN SUSAN	7046	231723	1	05/10/2016 - Admin	$0.00
6	PARKS, LORNA L	7047	36978	1		$15.00
7	SPOONTS, SEAN K	7048	305263	1	05/10/2016 - Admin	$0.00
9	POTTER 3, HUBERT EDWARD	7050	290907	1		$15.00
10	LETTERIO, ALBERT JOHN	7051	268111	1		$15.00

- **Description** – This field is an editable text field which can add more information to the Payment Batch.

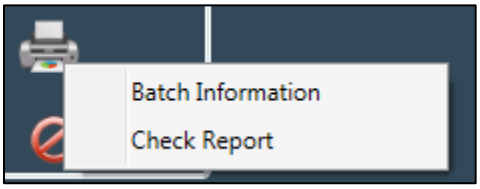


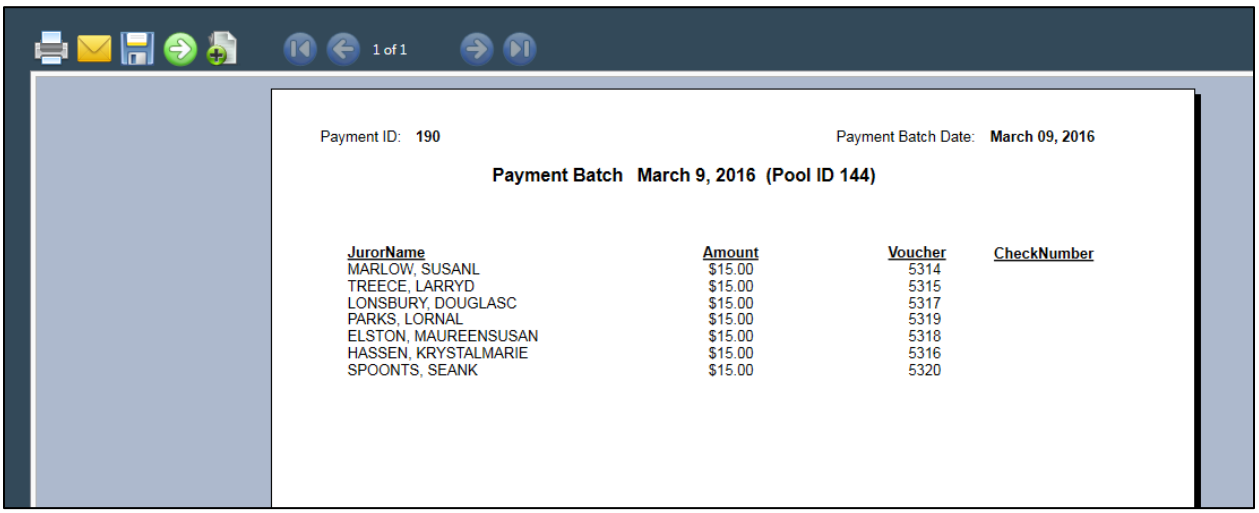
- **Batch Date** – This field is a date field which is populated with the day the Payment Batch is created. Users cannot edit this.



- **Show Report** – Clicking this button will cause a selection box to appear. Select which report to view. The user will be moved to the **Reports** screen to view the image.



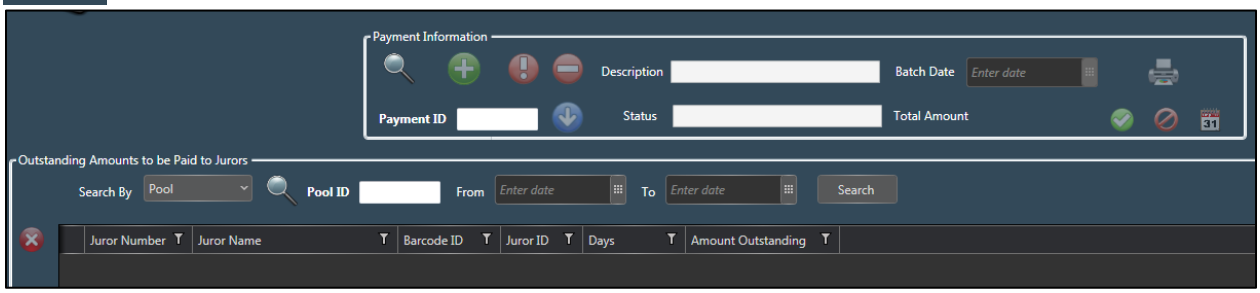




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- **Close Payment Batch** – Clicking this button will close the Payment Batch that is being worked on. Users will return to the starting Payments screen.





- **Status** – This field is a text field which is populated based on Payment Batch actions. Users cannot edit this field.



- **Total Amount** – This field displays the total amount of all the checks in the table below. This field cannot be edited.



- **Assign Check Numbers** – This button is used to assign each check to a check number.



- **Toggle Exclude From Report Flag on Selected Checks** – This button is used to toggle selected checks from being excluded from the Report. Select the checks to be excluded, and click the button. A column will appear to show which checks will be excluded.



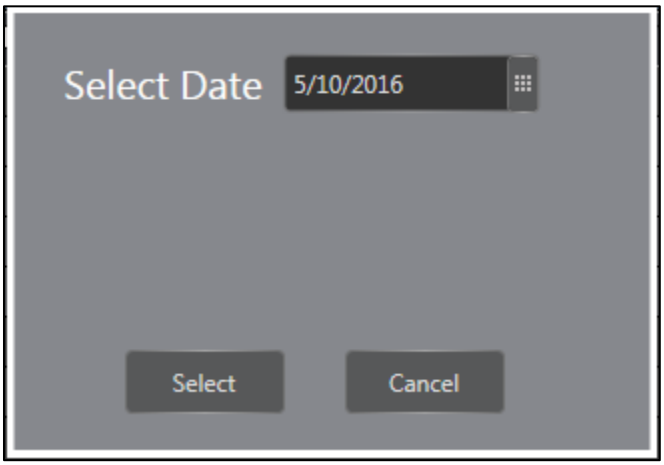
Check Number	Exclude F	Payment Date
5445520		05/10/2016
5445521	X	05/10/2016
5445522	X	05/10/2016
5445523	X	05/10/2016
5445524	X	05/10/2016
5445525		05/10/2016
5445526		05/10/2016

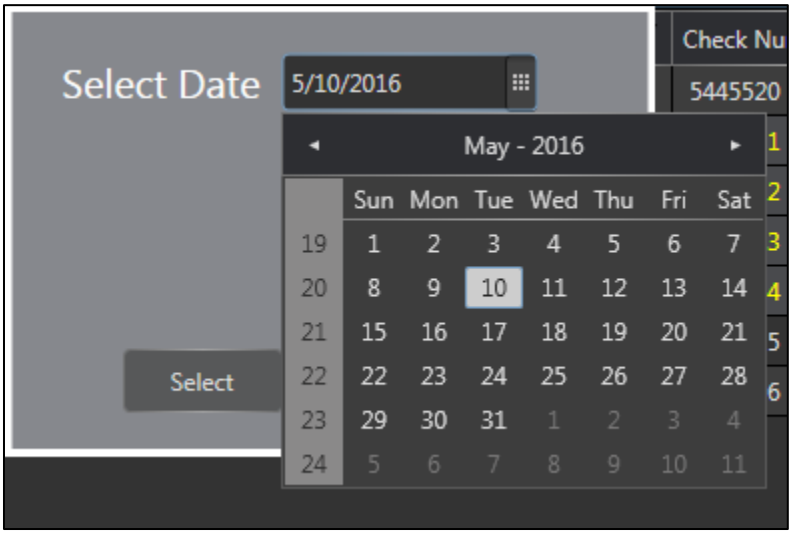
  a. Click the **Toggle Exclude From Report Flag on Selected Checks** button again to unselect checks to be excluded.

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- **Set Payment Date on Selected Checks** – This button is used to set a payment date on the selected checks. Select checks, and click the button. A window will appear. Manually enter in a date, or select one from the calendar view.





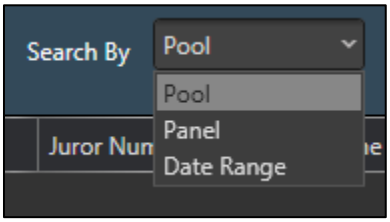


Check Number	Payment Date
5445520	05/10/2016
5445521	05/11/2016
5445522	05/11/2016
5445523	05/11/2016
5445524	05/11/2016
5445525	05/10/2016

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Outstanding Amounts to be Paid to Jurors

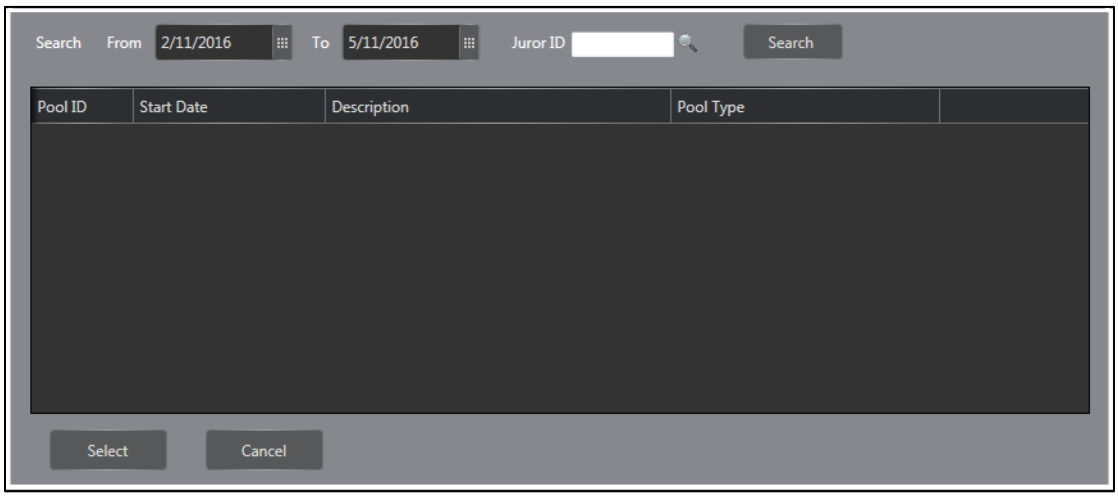
1. Select a **Search By** category from the dropdown



2. Open a Pool
    a. Either select the **Search** icon



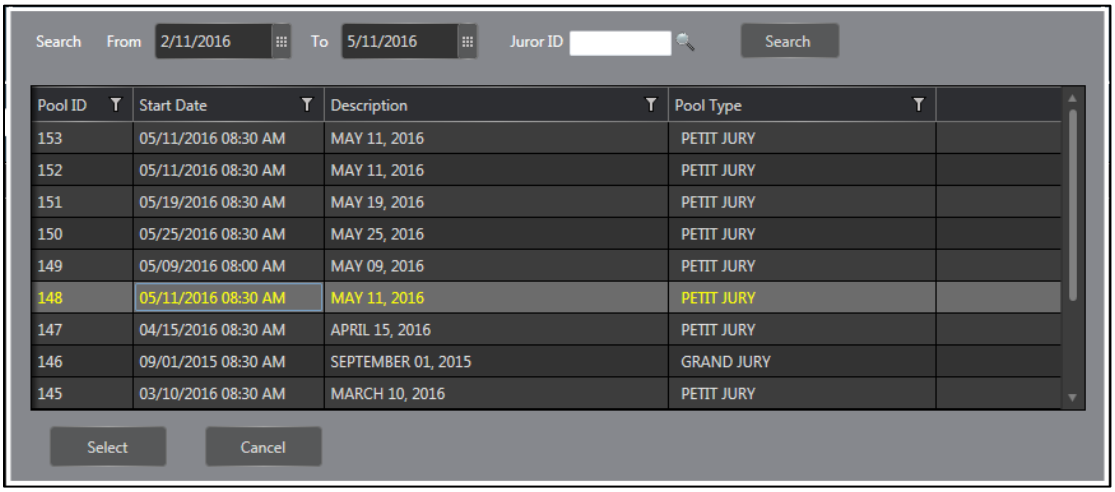
        i. A search window will appear



        ii. Enter in search criteria
        iii. Click **Search**
        iv. Select a result

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v. Click **Select**

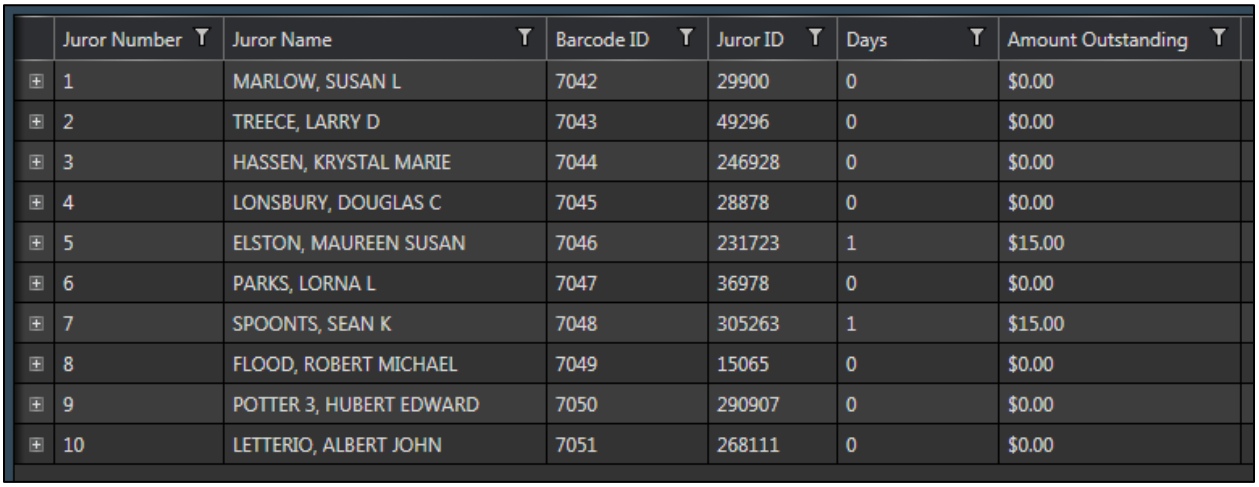


b. Or manually enter a **Pool** or **Panel ID** and **Date Range**



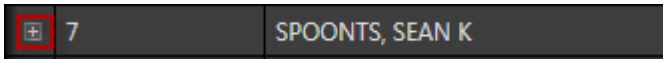
i. Click **Search**

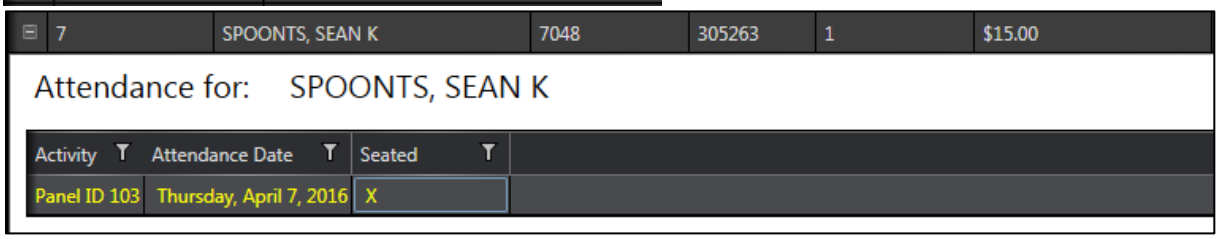
3. Results will appear



	Juror Number	Juror Name	Barcode ID	Juror ID	Days	Amount Outstanding
⊞	1	MARLOW, SUSAN L	7042	29900	0	$0.00
⊞	2	TREECE, LARRY D	7043	49296	0	$0.00
⊞	3	HASSEN, KRYSTAL MARIE	7044	246928	0	$0.00
⊞	4	LONSBURY, DOUGLAS C	7045	28878	0	$0.00
⊞	5	ELSTON, MAUREEN SUSAN	7046	231723	1	$15.00
⊞	6	PARKS, LORNA L	7047	36978	0	$0.00
⊞	7	SPOONTS, SEAN K	7048	305263	1	$15.00
⊞	8	FLOOD, ROBERT MICHAEL	7049	15065	0	$0.00
⊞	9	POTTER 3, HUBERT EDWARD	7050	290907	0	$0.00
⊞	10	LETTERIO, ALBERT JOHN	7051	268111	0	$0.00

b. Click the **Plus** icon next to the Juror row to expand the juror's information





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Remove Juror(s)

1. Select a juror

	Juror Number	Juror Name	Barcode ID	Juror ID	Days	Amount Outstanding
⊞	1	MARLOW, SUSAN L	7042	29900	0	$0.00
⊞	2	TREECE, LARRY D	7043	49296	0	$0.00
⊞	3	HASSEN, KRYSTAL MARIE	7044	246928	0	$0.00
⊞	4	LONSBURY, DOUGLAS C	7045	28878	0	$0.00

2. Click the **Red X** icon



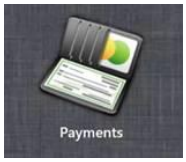
3. The juror will be removed

	Juror Number	Juror Name	Barcode ID	Juror ID	Days	Amount Outstanding
⊞	1	MARLOW, SUSAN L	7042	29900	0	$0.00
⊞	2	TREECE, LARRY D	7043	49296	0	$0.00
⊞	4	LONSBURY, DOUGLAS C	7045	28878	0	$0.00
⊞	5	ELSTON, MAUREEN SUSAN	7046	231723	1	$15.00

Generating a Supplemental Juror Payment

Process specifics will vary for supplementals based on the adjustment that is needed (i.e. whether a check needs to be voided or the employer paid flag needs to be selected/de-selected etc). After the necessary adjustments are done and you're ready to issue a supplemental check to reflect the change, follow the below steps.

1. Click on the Payments workspace



2. Use the Search by Juror option with along with the Juror ID, or click the magnifying glass to browse for the juror.

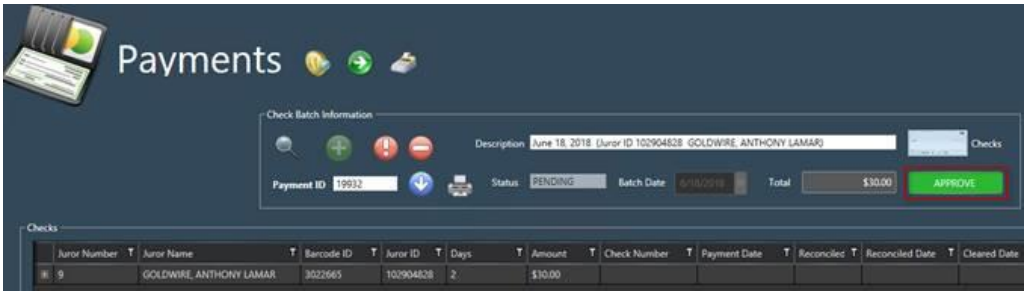


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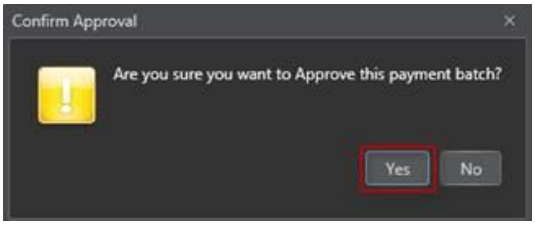
3. Click the ‘Create Payment Batch’ button



4. Click the ‘Approve’ button



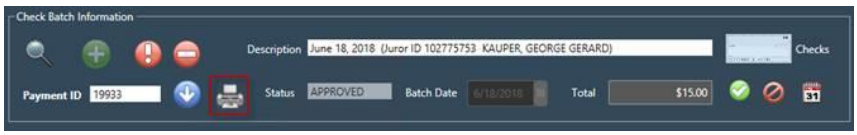
5. Click ‘Yes’ to confirm that you want to approve this payment batch



6. Click the ‘Assign Check Numbers’ button



7. Click on the Juror in the grid, then click the Printer icon to run the Payment Export

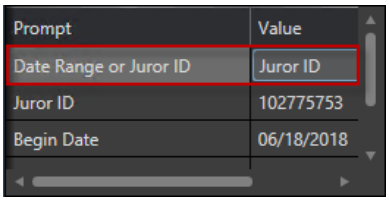


8. Select ‘Run Report for Selected Jurors’ then click the Payment Export

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9. Change the prompt to 'Juror ID'



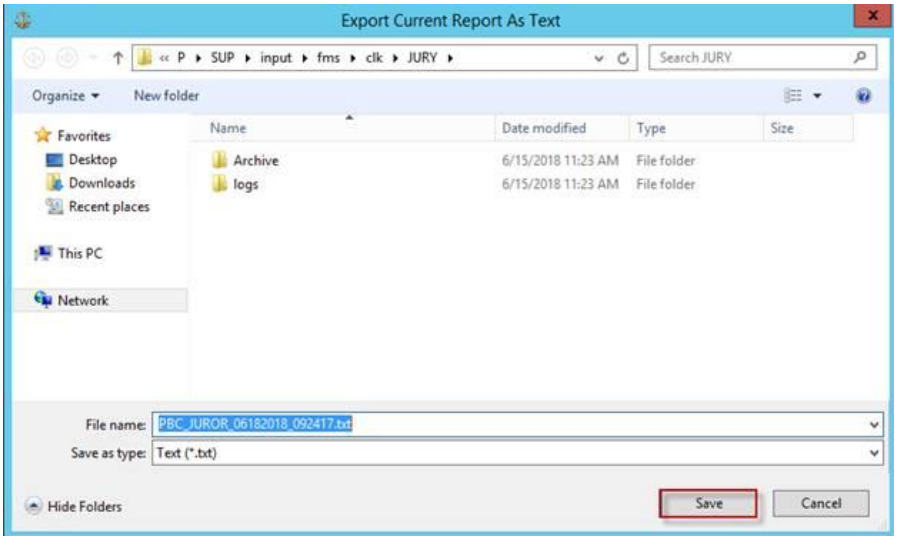
10. Click 'View Report'



11. Click the 'Export to Text File' button



12. Click 'Save'



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Override Payment Option

When activated, this functionality will show in the check-in and attendance screens and will allow a change in the pay rate from $30 to $15 to handle employer pay adjustments. Below are a couple of different scenarios when this functionality may be used and how it works.

Scenario #1:

Scenario where Juror was never paid, but system shows them as paid

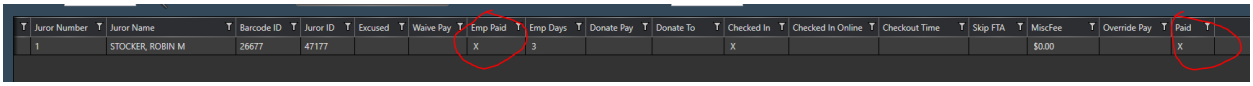
Resolution:

1. Navigate to the Check In workspace

2. Go to the jurors' already existing check-in date

3. Double-click in the Employer Paid column and it will clear the flag behind the scenes, which now allows for the juror get paid for this attendance date.

4. Follow the steps for processing a supplemental



Scenario #2:

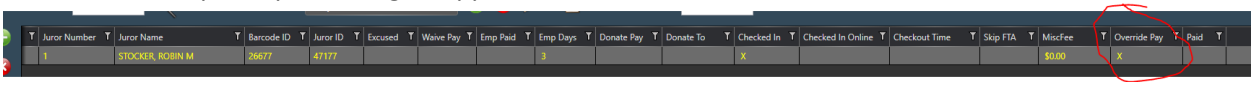
Scenario where Juror did receive a payment, but incorrectly indicated they were employer paid when they were not and now needs to get paid $15 for 1-3 days' worth of service, but the system is calculating the rate at $30 instead of $15.

Resolution:

1. Navigate to the Check In workspace and check the juror in for the day(s) they now need to be paid for

2. Then double-click the Override Paycolumn (This will force the payment for this day to $15)

3. Follow the steps for processing a supplemental

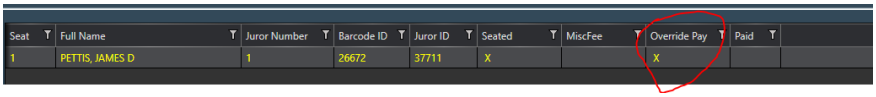


If the juror has been previously checked in for the days they now need to be paid for, you would create another Panel Attendance date instead and then double-click the Override Pay column in the Panel Attendance screen to get the system to properly display the owed amount.

1. Navigate to the Attendance workspace and create an attendance record for the day(s) they now need to be paid for

2. Then double-click the Override Paycolumn (This will force the payment for this day to $15)

3. Follow the steps for processing a supplemental

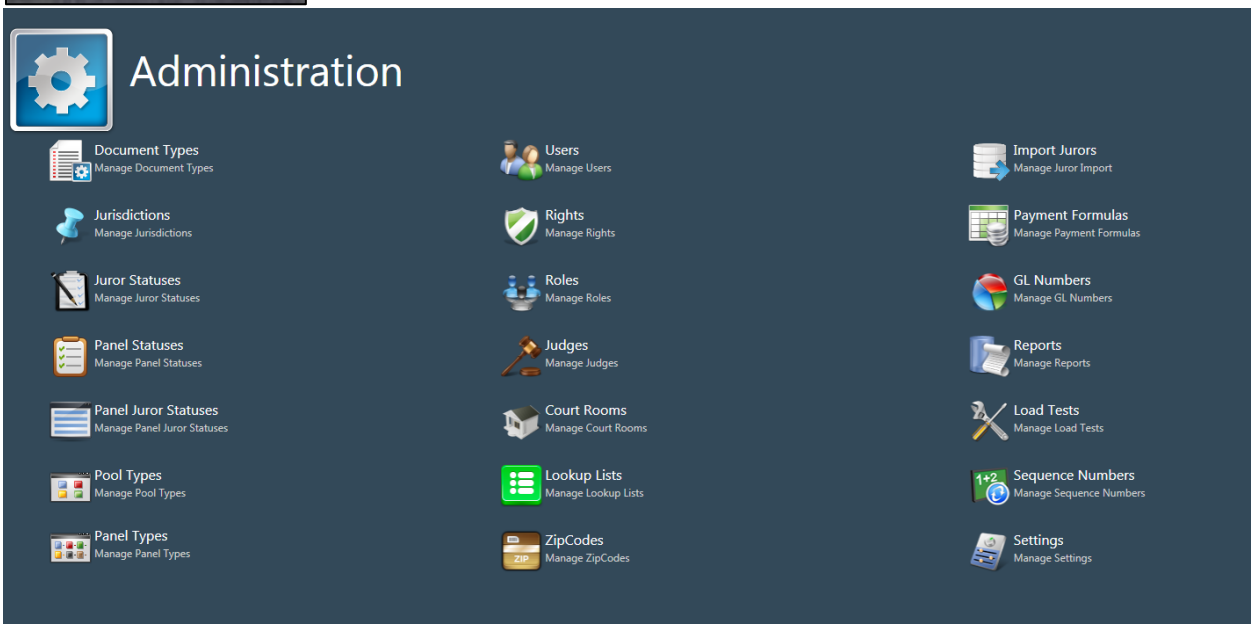


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Admin Workspace

- Click the **Admin** icon to open the Admin Workspace

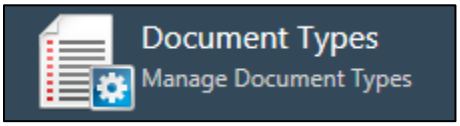


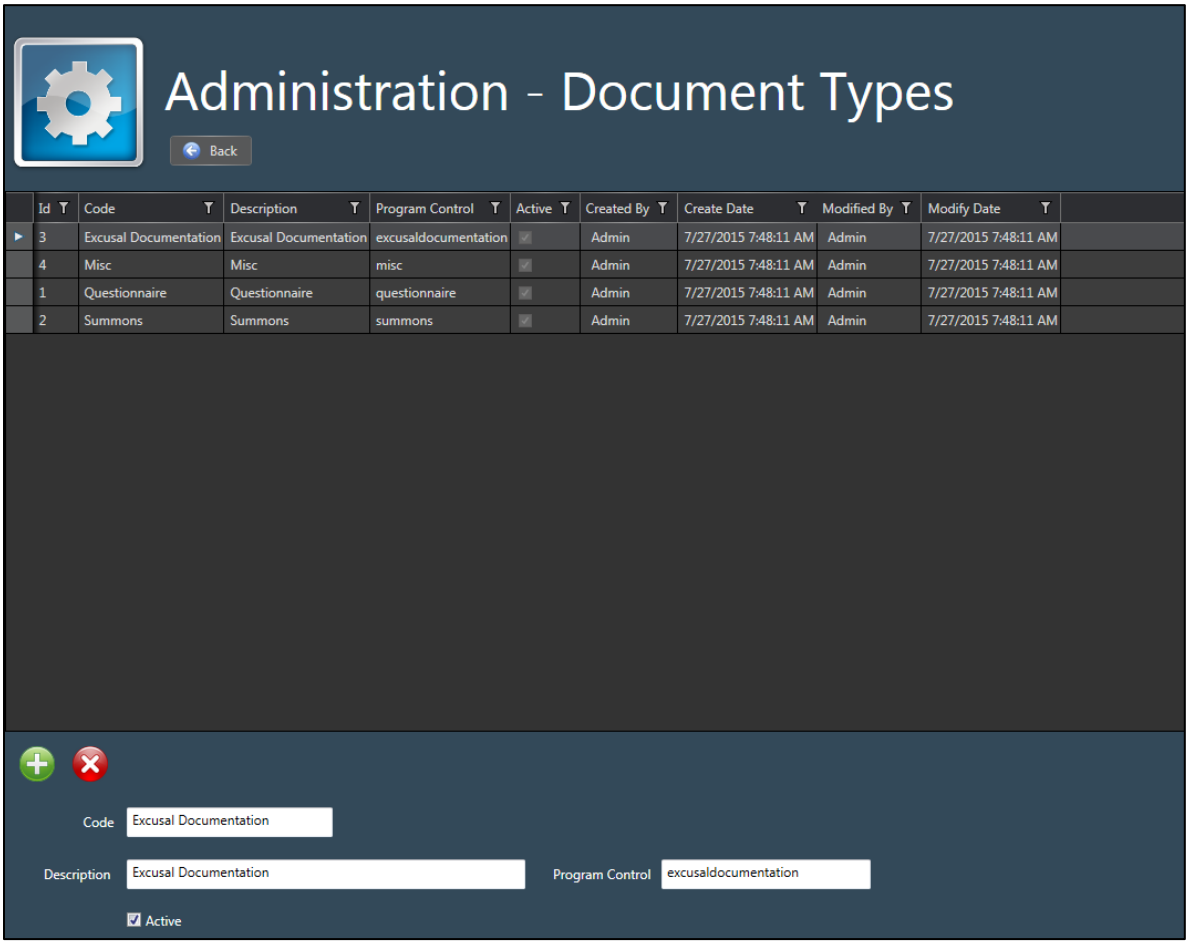


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Document Types

1. Select the Document Types icon





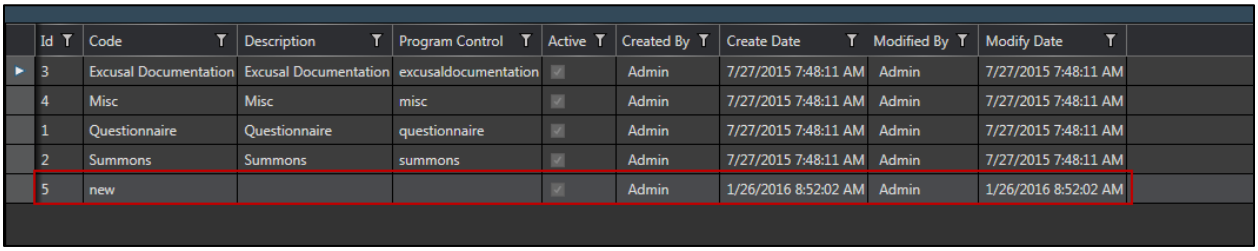
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Add a Document Type

1. Select the **Green Plus** icon



2. A blank row will be added to the table



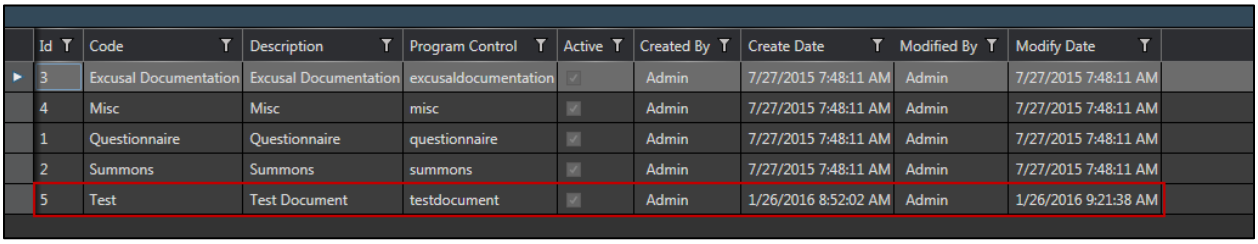
Id	Code	Description	Program Control	Active	Created By	Create Date	Modified By	Modify Date
3	Excusal Documentation	Excusal Documentation	excusaldocumentation	☑	Admin	7/27/2015 7:48:11 AM	Admin	7/27/2015 7:48:11 AM
4	Misc	Misc	misc	☑	Admin	7/27/2015 7:48:11 AM	Admin	7/27/2015 7:48:11 AM
1	Questionnaire	Questionnaire	questionnaire	☑	Admin	7/27/2015 7:48:11 AM	Admin	7/27/2015 7:48:11 AM
2	Summons	Summons	summons	☑	Admin	7/27/2015 7:48:11 AM	Admin	7/27/2015 7:48:11 AM
5	new			☑	Admin	1/26/2016 8:52:02 AM	Admin	1/26/2016 8:52:02 AM

3. Fill in the fields



Field	Description
Code	This field is a text field. Users can enter in a code for a document type.
Description	This field is a text field. Users can enter a description of the document type.
Program Control	This field is a text field which sets the Program Control.
Active	This field is a check box. When checked it will mark a document type as **Active**.

4. Click onto another row to save the Document Type

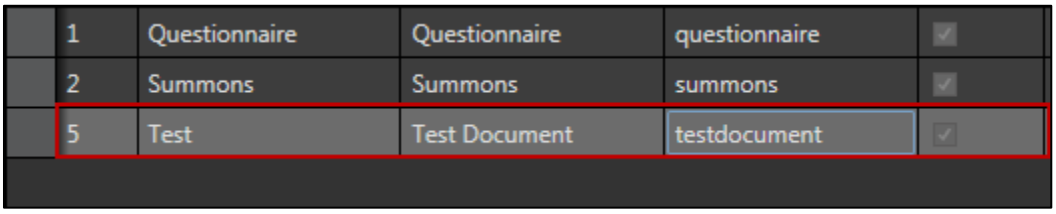


Id	Code	Description	Program Control	Active	Created By	Create Date	Modified By	Modify Date
3	Excusal Documentation	Excusal Documentation	excusaldocumentation	☑	Admin	7/27/2015 7:48:11 AM	Admin	7/27/2015 7:48:11 AM
4	Misc	Misc	misc	☑	Admin	7/27/2015 7:48:11 AM	Admin	7/27/2015 7:48:11 AM
1	Questionnaire	Questionnaire	questionnaire	☑	Admin	7/27/2015 7:48:11 AM	Admin	7/27/2015 7:48:11 AM
2	Summons	Summons	summons	☑	Admin	7/27/2015 7:48:11 AM	Admin	7/27/2015 7:48:11 AM
5	Test	Test Document	testdocument	☑	Admin	1/26/2016 8:52:02 AM	Admin	1/26/2016 9:21:38 AM

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Delete a Document Type

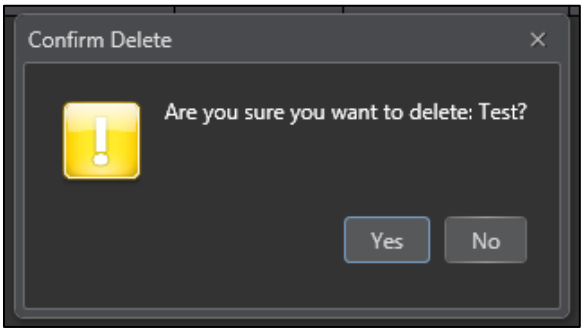
1. Select a Document Type



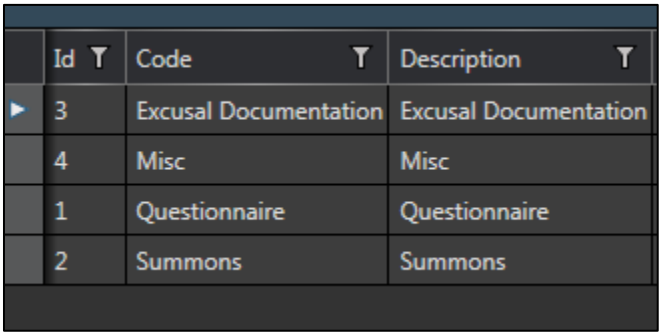
2. Select the **Red X** icon



3. A confirmation message will appear



4. Select **Yes** to continue
5. The Document Type will be deleted



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Jurisdictions

1. Select the Jurisdictions icon



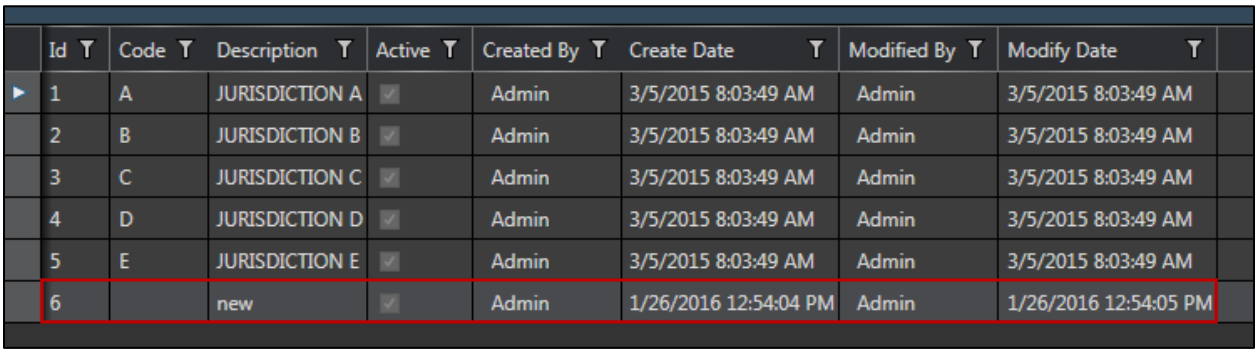
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Add a Jurisdiction

1. Select the **Green Plus** icon



2. A blank row will be added to the table



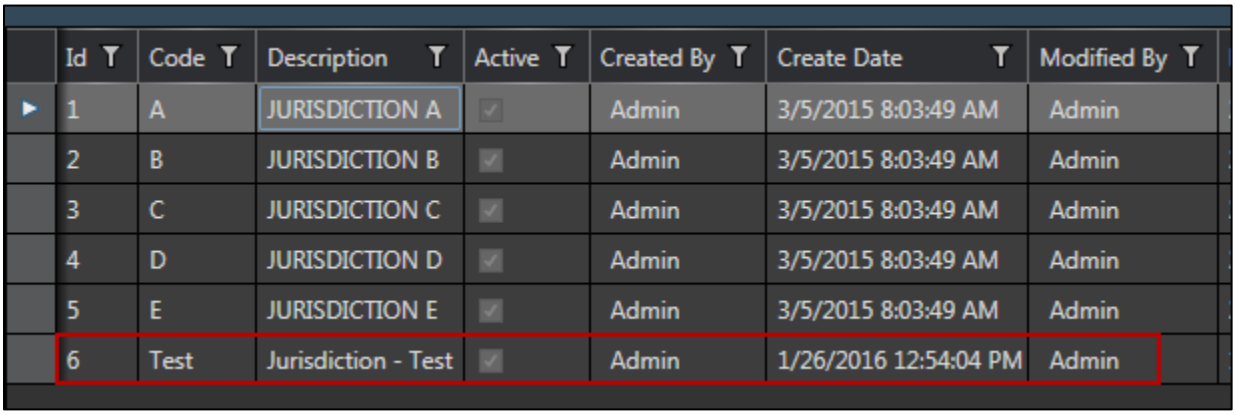
Id	Code	Description	Active	Created By	Create Date	Modified By	Modify Date
1	A	JURISDICTION A	☑	Admin	3/5/2015 8:03:49 AM	Admin	3/5/2015 8:03:49 AM
2	B	JURISDICTION B	☑	Admin	3/5/2015 8:03:49 AM	Admin	3/5/2015 8:03:49 AM
3	C	JURISDICTION C	☑	Admin	3/5/2015 8:03:49 AM	Admin	3/5/2015 8:03:49 AM
4	D	JURISDICTION D	☑	Admin	3/5/2015 8:03:49 AM	Admin	3/5/2015 8:03:49 AM
5	E	JURISDICTION E	☑	Admin	3/5/2015 8:03:49 AM	Admin	3/5/2015 8:03:49 AM
6		new	☑	Admin	1/26/2016 12:54:04 PM	Admin	1/26/2016 12:54:05 PM

3. Fill in the fields



Field	Description
Code	This field is a text box which is used to create a short name for the jurisdiction.
Description	This field is a text box which is used to give a full name of the jurisdiction.
Active	This field is a check box. When checked it will mark the jurisdiction as Active.

4. Click onto another row to save the new Jurisdiction

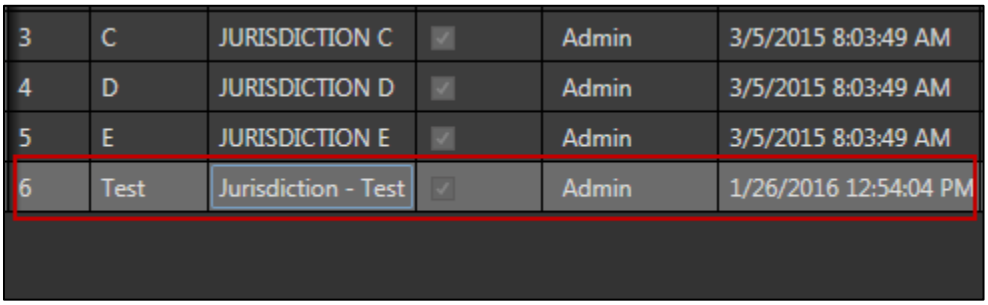


Id	Code	Description	Active	Created By	Create Date	Modified By
1	A	JURISDICTION A	☑	Admin	3/5/2015 8:03:49 AM	Admin
2	B	JURISDICTION B	☑	Admin	3/5/2015 8:03:49 AM	Admin
3	C	JURISDICTION C	☑	Admin	3/5/2015 8:03:49 AM	Admin
4	D	JURISDICTION D	☑	Admin	3/5/2015 8:03:49 AM	Admin
5	E	JURISDICTION E	☑	Admin	3/5/2015 8:03:49 AM	Admin
6	Test	Jurisdiction - Test	☑	Admin	1/26/2016 12:54:04 PM	Admin

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Deleting a Jurisdiction

1. Select a Jurisdiction

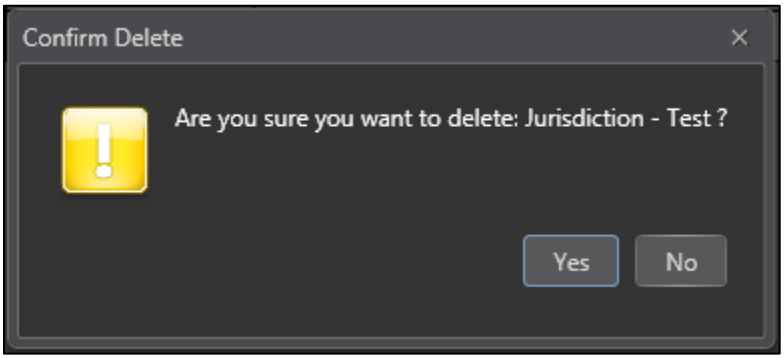


3	C	JURISDICTION C	☑	Admin	3/5/2015 8:03:49 AM
4	D	JURISDICTION D	☑	Admin	3/5/2015 8:03:49 AM
5	E	JURISDICTION E	☑	Admin	3/5/2015 8:03:49 AM
6	Test	Jurisdiction - Test	☑	Admin	1/26/2016 12:54:04 PM

2. Click the **Red X** icon



3. A confirmation message will appear



4. Select yes to continue
5. The Jurisdiction will be deleted



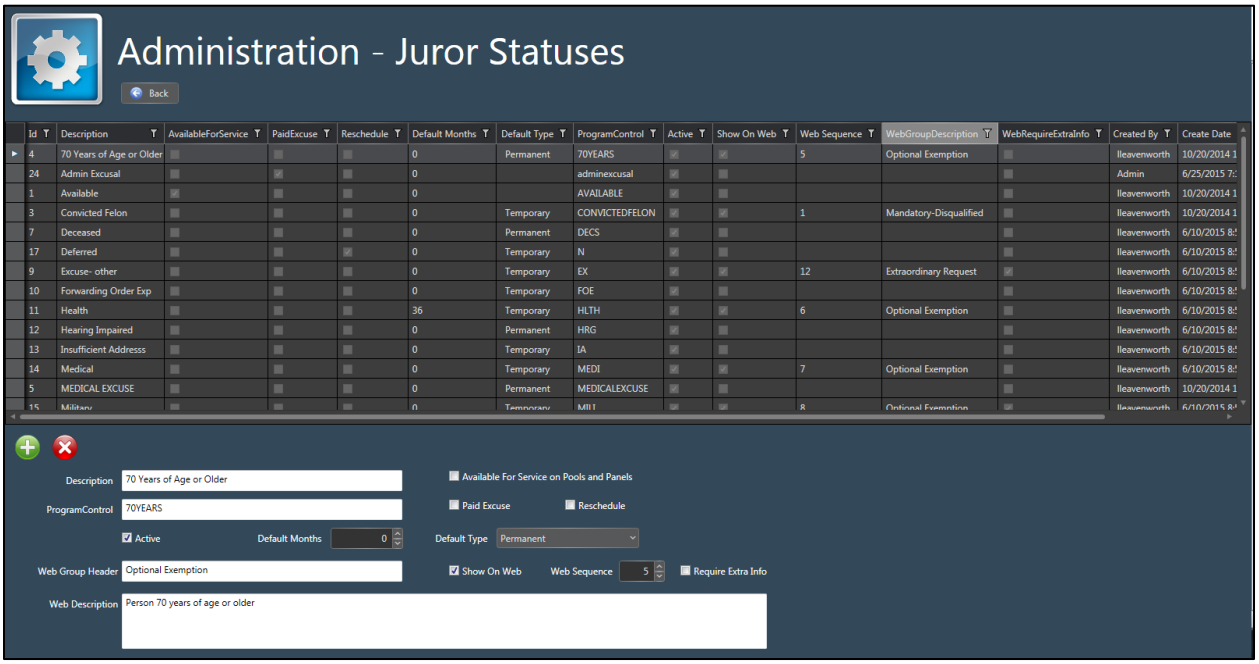
Id	Code	Description	Active
1	A	JURISDICTION A	☑
2	B	JURISDICTION B	☑
3	C	JURISDICTION C	☑
4	D	JURISDICTION D	☑
5	E	JURISDICTION E	☑

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Juror Statuses

- Select the Juror Statuses icon





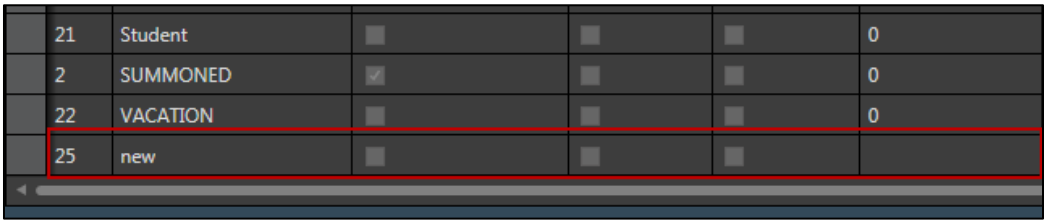
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Add a Juror Status

1. Select the **Green Plus** icon



2. A blank row will be added to the table

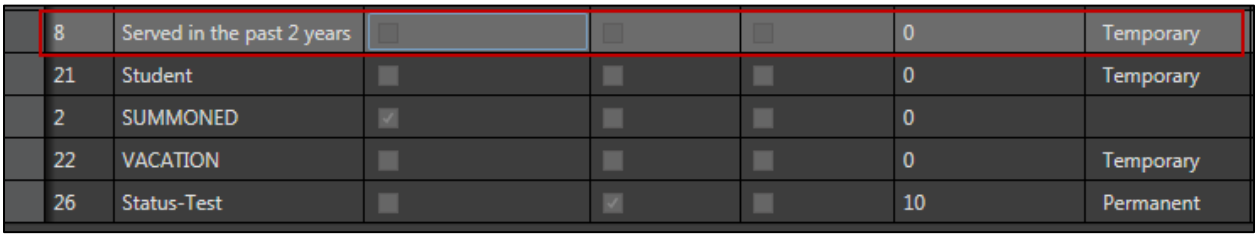


3. Fill in the fields

Field	Description
Description	This field is a text field which is used to give a description of a status. This is what users will see in the Jury system when statuses are shown.
Program Control	This field is a text field which sets the Program Control.
Active	This field is a check box. When checked it will mark the juror status as Active.
Default Months	This field is used to set a Default Number of Months that an excuse is good for.
Web Group Header	This field is used to control how the juror status will be grouped on the web.
Web Description	This field is used to set a description that will appear on the web.
Available for Service on Pools and Panels	This field is a check box, when checked it will mark the juror status as Available For Service on Pools and Panels.
Paid Excuse	This field is a check box which indicates whether a juror status is paid or not.
Reschedule	This field is a check box, when checked it will indicate whether the juror status is able to reschedule.
Default Type	This field is a dropdown which marks the excuse as Temporary or Permanent depending on which is selected.
Show on Web	This field is a check box which determines whether a status will appear on the Web or not.
Web Sequence	This field is a numerical field. Enter in a number in the order the juror statuses should appear on the web.
Require Extra Info	This field is a check box, when checked it will indicate Extra Information is needed for the juror status.

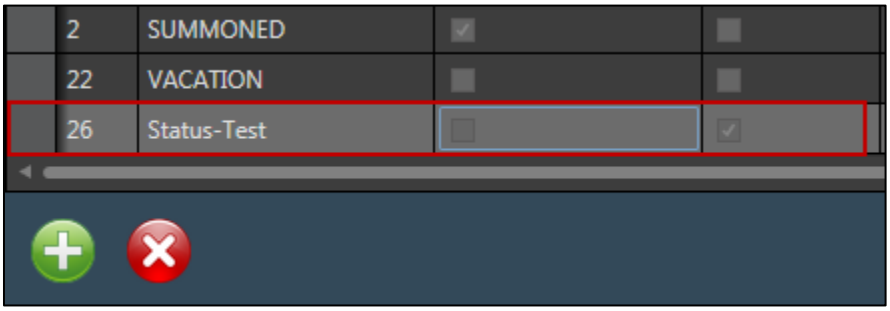
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4. Click on another row to save the changes made



Delete a Juror Status

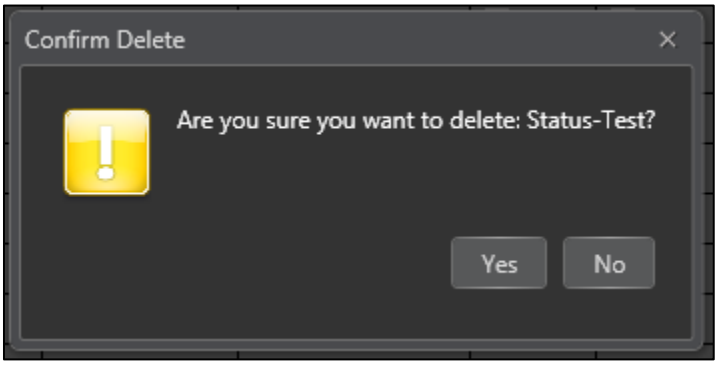
1. Select a Juror Status



2. Select the **Red X** icon



3. A confirmation message will appear



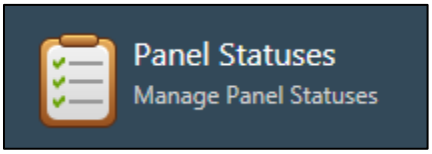
4. Select **Yes** to continue
5. The Juror Status will be deleted

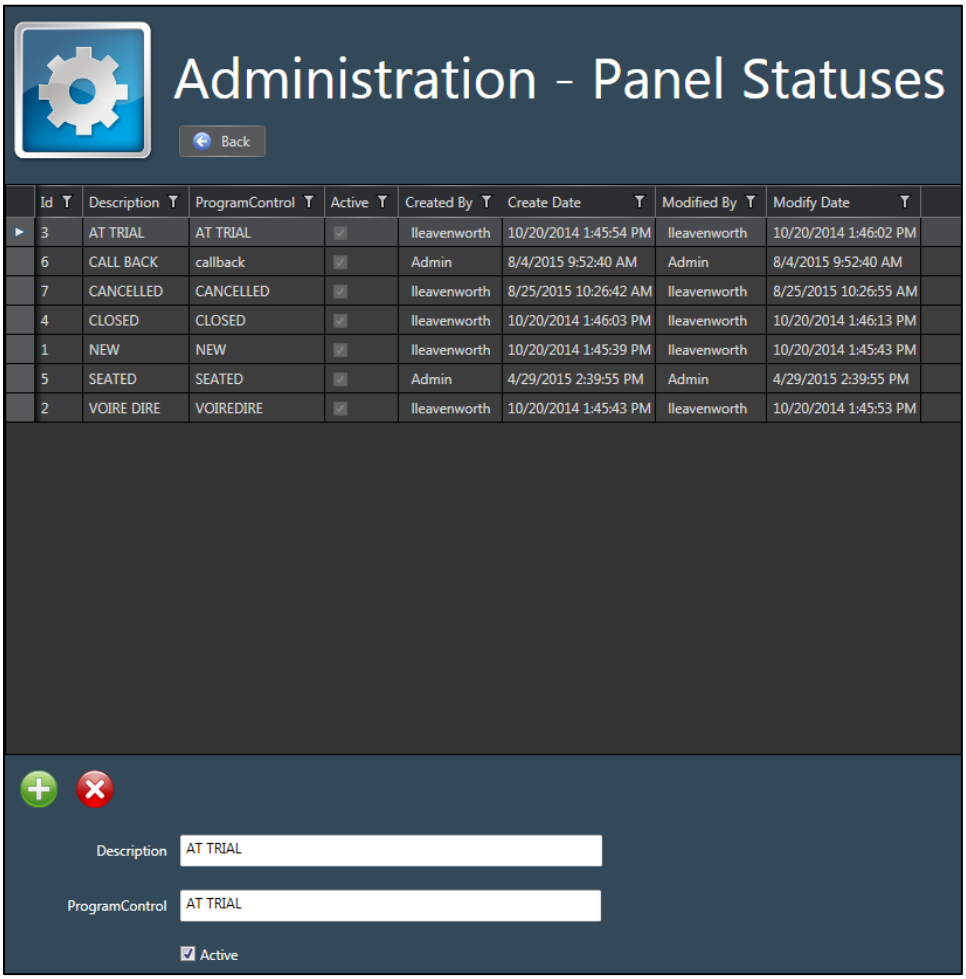


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Panel Statuses

- Select the Panel Statuses icon





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Add a Panel Status

1. Select the **Green Plus** icon



2. A blank row will be added to the table



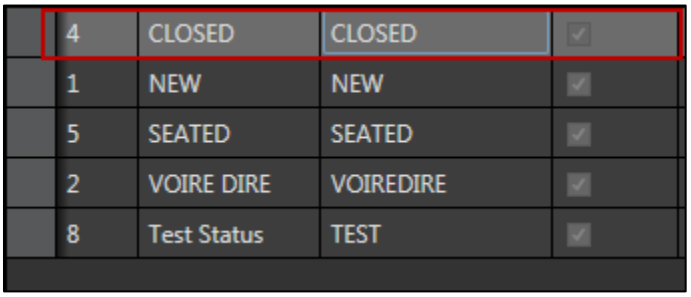
1	NEW	NEW	☑	lleavenworth	10/20/2014 1:45:39 PM	lleavenworth	10/20/2014 1:45:43 PM
5	SEATED	SEATED	☑	Admin	4/29/2015 2:39:55 PM	Admin	4/29/2015 2:39:55 PM
2	VOIRE DIRE	VOIREDIRE	☑	lleavenworth	10/20/2014 1:45:43 PM	lleavenworth	10/20/2014 1:45:53 PM
8	new		☑	Admin	1/28/2016 10:54:45 AM	Admin	1/28/2016 10:54:45 AM

3. Fill in fields



Field	Description
Description	This field is a text field which controls the name of the panel status.
Program Control	This field is a text field which sets the Program Control.
Active	This field is a check box. When checked it will mark the panel status as Active.

4. Click onto another row to save the changes

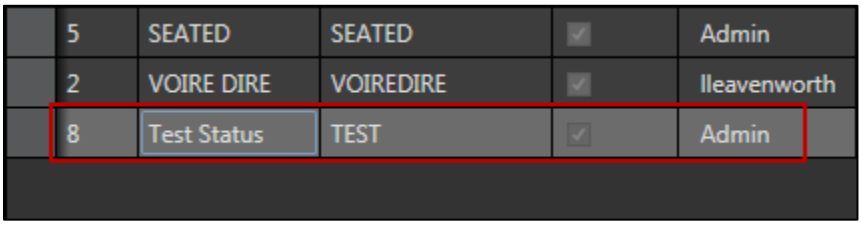


4	CLOSED	CLOSED	☑
1	NEW	NEW	☑
5	SEATED	SEATED	☑
2	VOIRE DIRE	VOIREDIRE	☑
8	Test Status	TEST	☑

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Delete a Panel Status

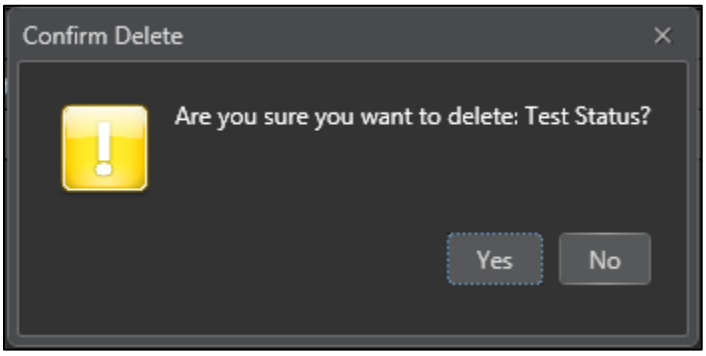
1. Select a Panel Status



2. Select the **Red X** icon



3. A confirmation message will appear



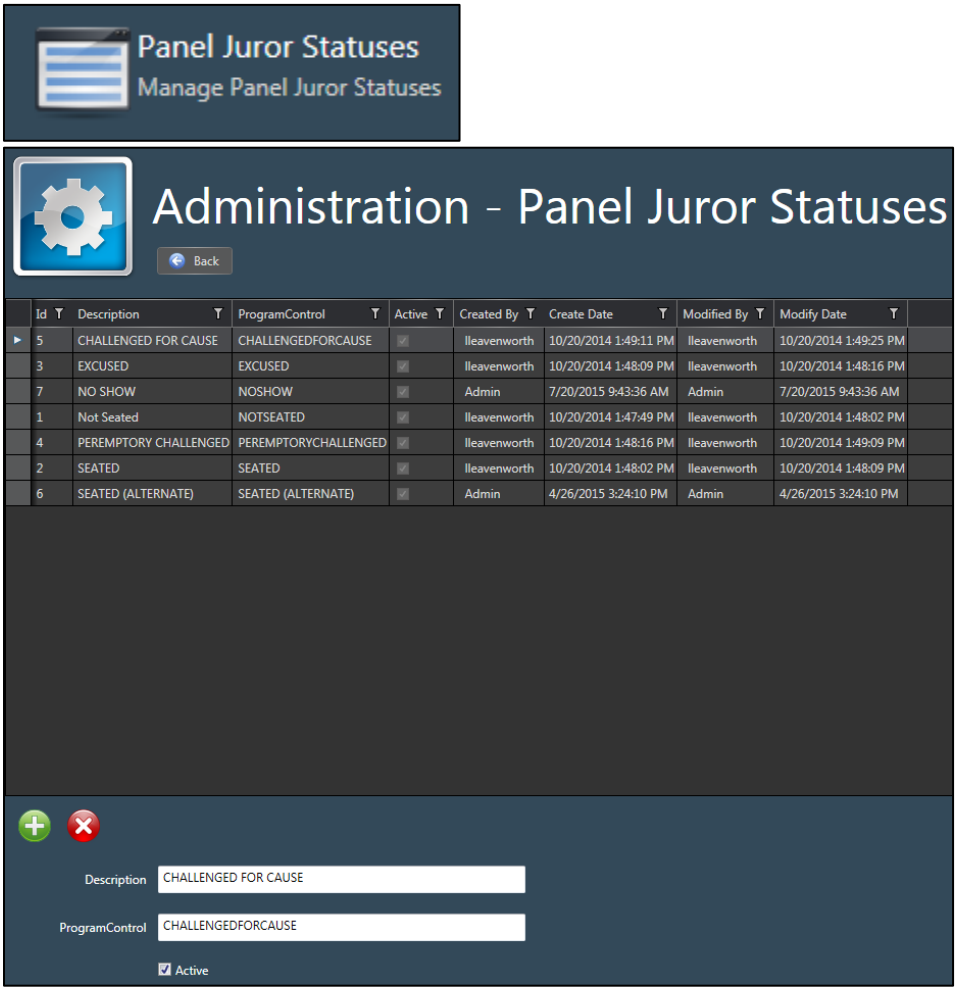
4. Select **Yes** to continue
5. The Panel Status will be deleted



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Panel Juror Statuses

- Select the Panel Juror Statuses icon



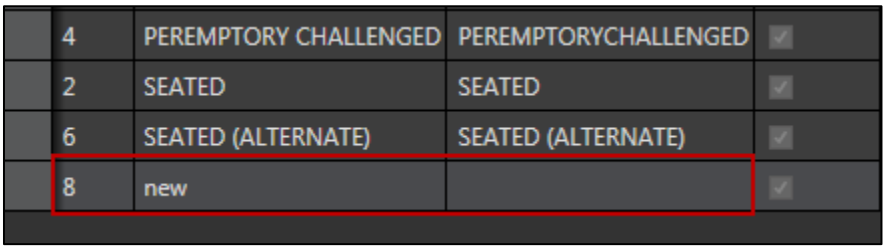
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Add a Panel Juror Status

1. Select the **Green Plus** icon



2. A blank row will be added to the table

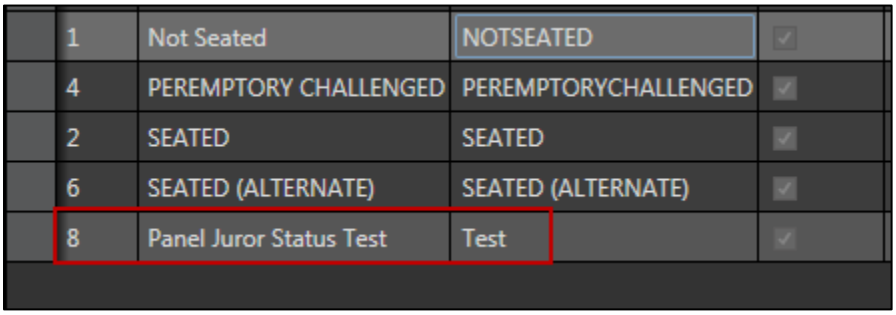


3. Fill in the fields



Field	Description
Description	This field is a text field which controls the name of the panel juror status.
Program Control	This field is a text field which sets the Program Control.
Active	This field is a check box. When checked it will mark the panel juror status as Active.

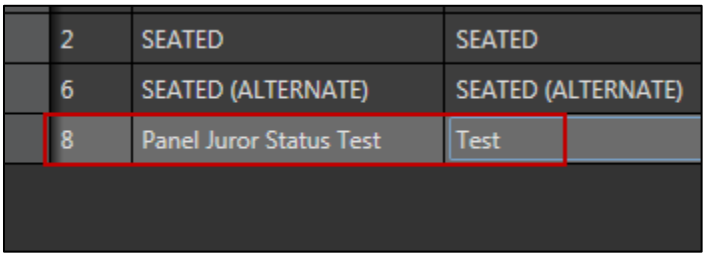
4. Click onto another row to save the changes



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Delete a Panel Juror Status

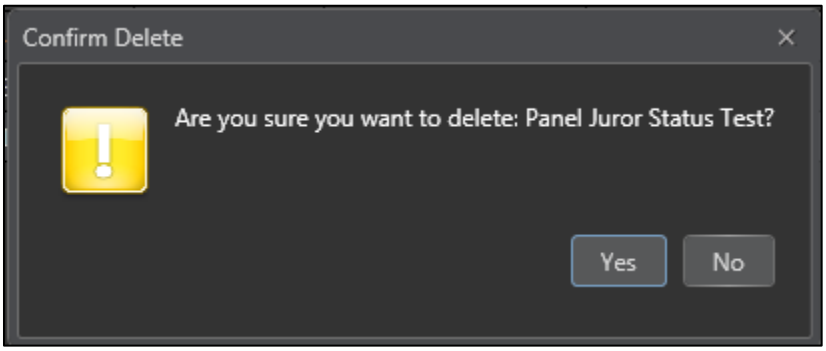
1. Select a Panel Juror Status to delete



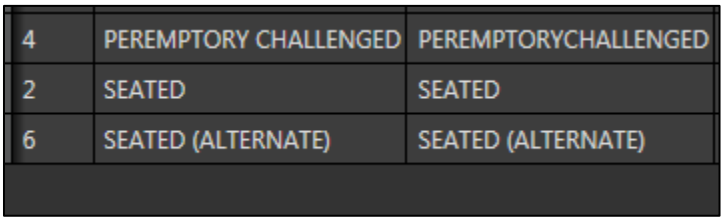
2. Select the **Red X** icon



3. A confirmation message will appear



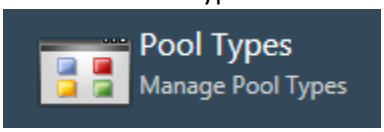
4. Select **Yes** to continue
5. The Panel Juror Status will be deleted

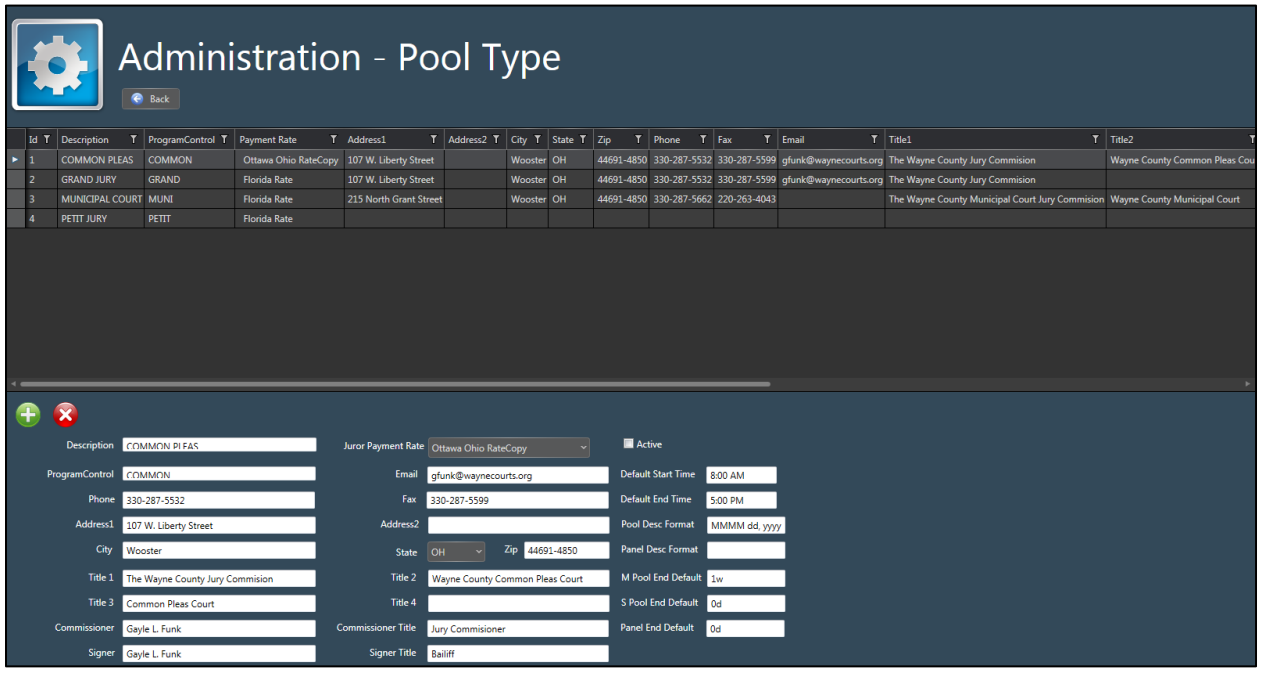


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Pool Types

- Select the Pool Types icon



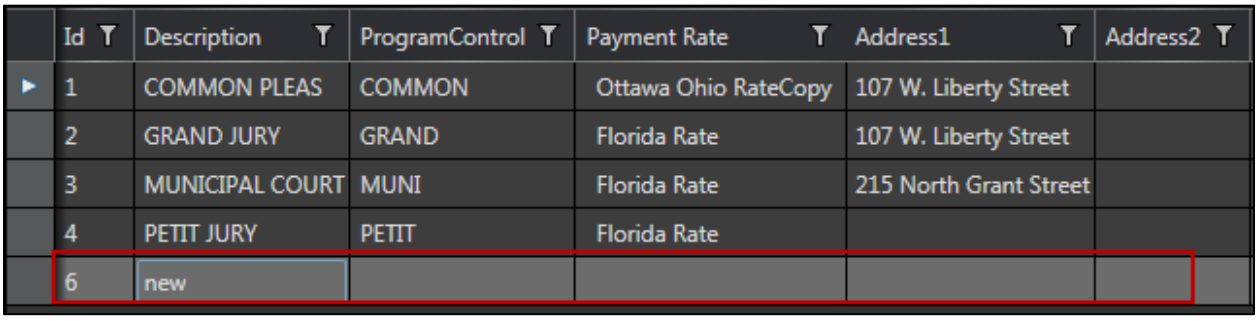


Add a Pool Type

1. Select the **Green Plus** icon



2. A blank row will appear
3. Fill in fields



Id	Description	ProgramControl	Payment Rate	Address1	Address2
1	COMMON PLEAS	COMMON	Ottawa Ohio RateCopy	107 W. Liberty Street	
2	GRAND JURY	GRAND	Florida Rate	107 W. Liberty Street	
3	MUNICIPAL COURT	MUNI	Florida Rate	215 North Grant Street	
4	PETIT JURY	PETIT	Florida Rate		
6	new				

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Field	Description
Description	This field is a text field which controls the name of the Pool Type.
Program Control	This field is a text field which sets the Program Control.
Juror Payment Rate	This field is a dropdown which is used to select a payment rate type for jurors.
Address 1	This field is a text field which allows users to add an Address 1 to the pool type.
Address 2	This field is a text field which allows users to add an Address 2 to the pool type if needed.
City	This field is a text field which allows users to add a City to the pool type.
State	This field is a dropdown which allows users to select a State for the pool type.
Zip	This field is a text field which allows users to add a Zip Code to the pool type.
Phone	This field is a text field which allows users to add a Phone Number to the pool type.
Fax	This field is a text field which allows users to add a Fax number to the pool type.
Email	This field is a text field which allows users to add an Email to the pool type.
Title 1	This field is a text field which allows users to add a Title 1 to the pool type. See screenshot below for title example.
Title 2	This field is a text field which allows users to add a Title 2 to the pool type. See screenshot below for title example.
Title 3	This field is a text field which allows users to add a Title 3 to the pool type. See screenshot below for title example.
Title 4	This field is a text field which allows users to add a Title 4 to the pool type. See screenshot below for title example.
Commissioner	This field is a text field which allows users to add a Commissioner to the pool type.
Commissioner Title	This field is a text field which allows users to add a Commissioner Title to the pool type.
Signer	This field is a text field which allows users to add Signer to the pool type.
Signer Title	This field is a text field which is used to add a Signer Title to the pool type.
Default Start Time	This field is a text field which is used to add a Default Start Time to the pool type.

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Default End Time	This field is a text field which is used to add a Default Start Time to the Pool Type.
Pool Description Format	This field is used add a Pool Description Format. Enter in a date format.
Panel Description Format	This field is used to add a Panel Description Format. Enter in a date format.
Master Pool End Date Default	This field is used to add a Mater Pool End Date Default to the Pool Type. Enter in a number of days or weeks, followed by a letter signifying what length of time is selected. (Ex: 1w)
Service Pool End Date Default	This field is used to determine the Service Pool End Date Default. Enter in a number of days or weeks, followed by a letter signifying what length of time is selected. (Ex: 0d)
Panel End Date Default	This field is used to determine the Panel End Date Default. Enter in a number of days or weeks, followed by a letter signifying what length of time is selected. (Ex: 0d)
Active	This field is a check box. When checked it will mark the Pool Type as Active.

- Title Example:

Title1	Title2	Title3	Title4
The Wayne County Jury Commision	Wayne County Common Pleas Court	Common Pleas Court	

4. Click onto another row to save the changes

Id	Description	ProgramControl
1	COMMON PLEAS	COMMON
2	GRAND JURY	GRAND
3	MUNICIPAL COURT	MUNI
4	PETIT JURY	PETIT
7	Pool Type Test	Test

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Delete a Pool Type

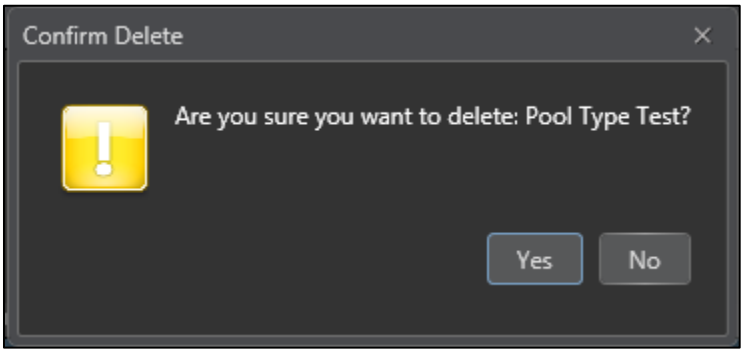
1. Select a Pool Type to delete

Id	Description	ProgramControl
1	COMMON PLEAS	COMMON
2	GRAND JURY	GRAND
3	MUNICIPAL COURT	MUNI
4	PETIT JURY	PETIT
7	Pool Type Test	Test

2. Select the **Red X** icon



3. A confirmation message will appear



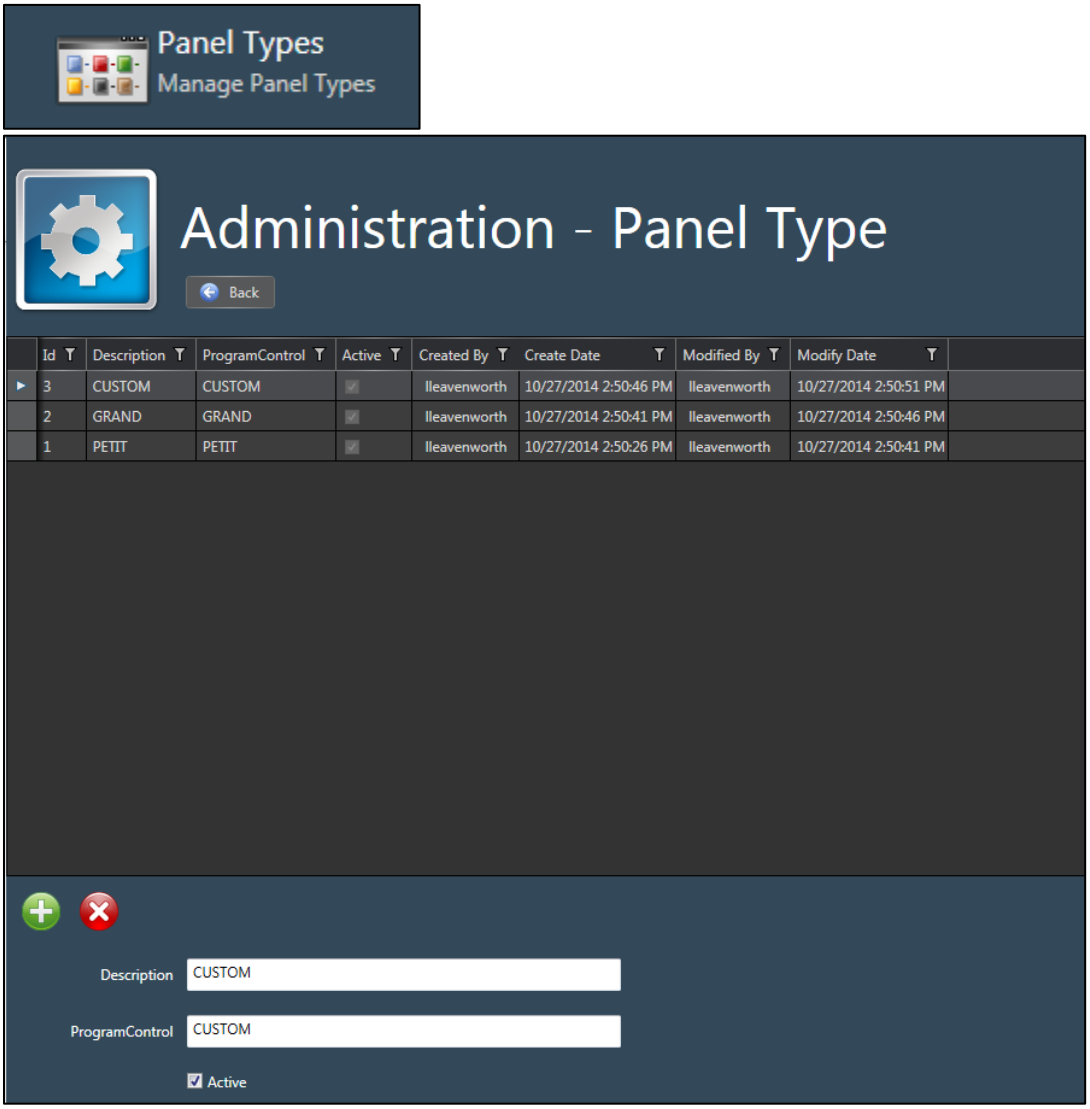
4. Select **Yes** to continue
5. The Pool Type will be deleted

Id	Description	ProgramControl
1	COMMON PLEAS	COMMON
2	GRAND JURY	GRAND
3	MUNICIPAL COURT	MUNI
4	PETIT JURY	PETIT

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Panel Types

- Select the Panel Types icon



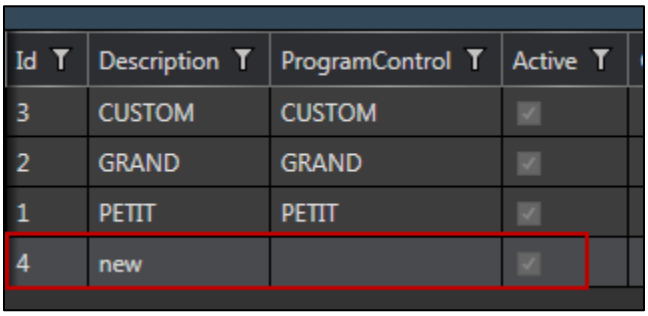
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Add a Panel Type

1. Select the **Green Plus** icon



2. A blank row will be added to the table

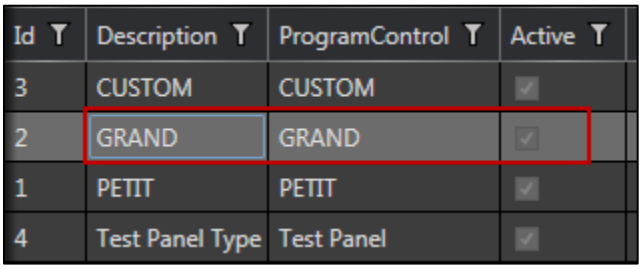


Id	Description	ProgramControl	Active
3	CUSTOM	CUSTOM	☑
2	GRAND	GRAND	☑
1	PETIT	PETIT	☑
4	new		☑

3. Fill in the fields

Field	**Description**
Description	This field is a text field which controls the panel type name.
Program Control	This field is a text field which sets the Program Control.
Active	This field is a check box. When checked it will mark the panel type as Active.

4. Click onto another row to save changes



Id	Description	ProgramControl	Active
3	CUSTOM	CUSTOM	☑
2	GRAND	GRAND	☑
1	PETIT	PETIT	☑
4	Test Panel Type	Test Panel	☑

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Delete a Panel Type

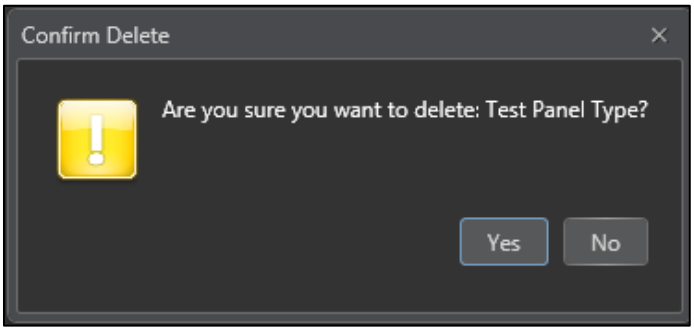
1. Select a Panel Type to delete

Id	Description	ProgramControl	Active
3	CUSTOM	CUSTOM	☑
2	GRAND	GRAND	☑
1	PETIT	PETIT	☑
4	Test Panel Type	Test Panel	☑

2. Select the **Red X** icon



3. A confirmation message will appear



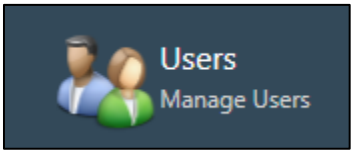
4. Select **Yes** to continue
5. The Panel Type will be deleted

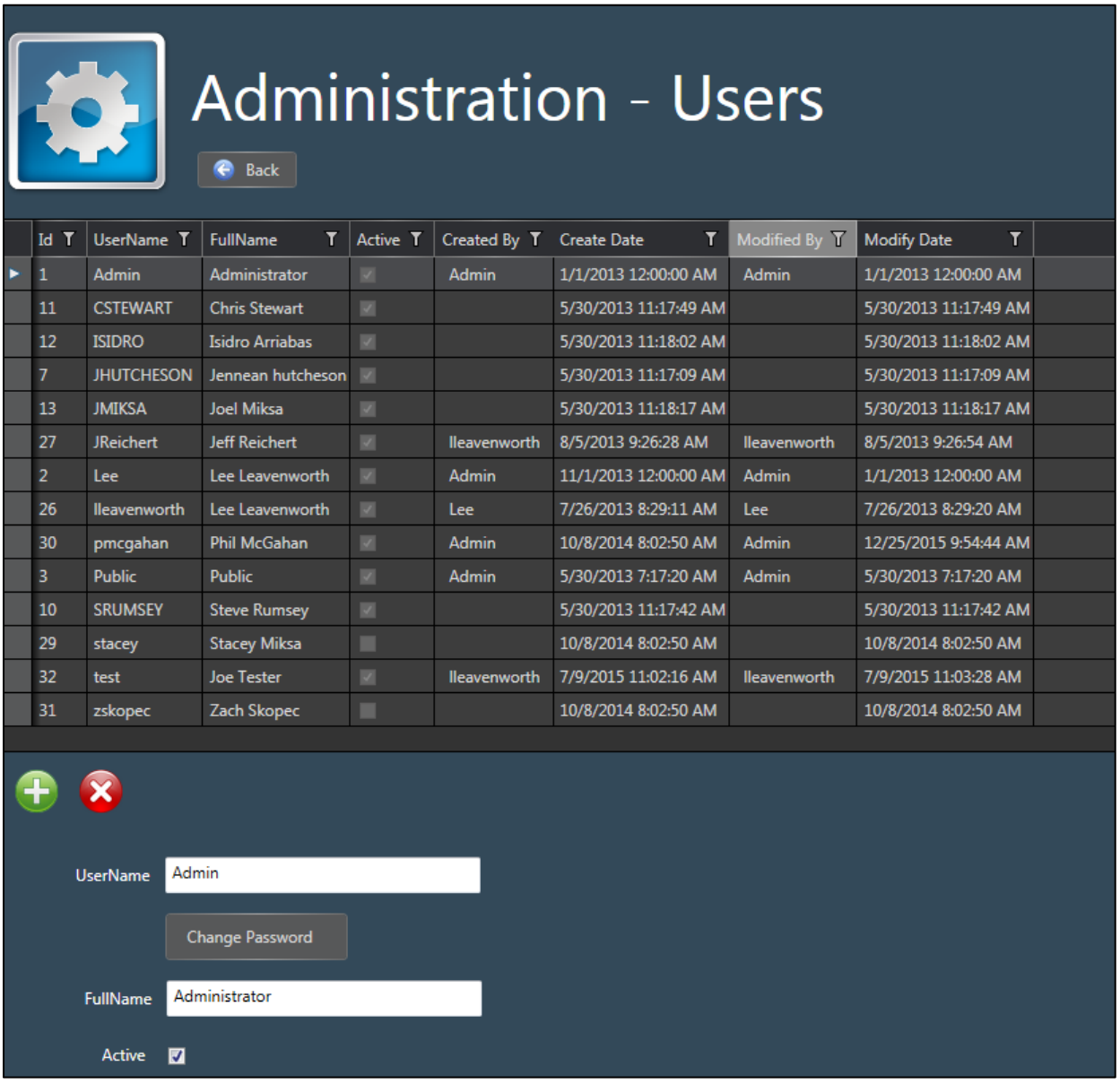
Id	Description	ProgramControl	Active
3	CUSTOM	CUSTOM	☑
2	GRAND	GRAND	☑
1	PETIT	PETIT	☑

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Users

- Select the Users icon





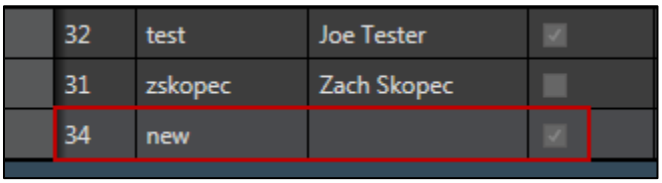
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Add a User

1. Select the **Green Plus** icon



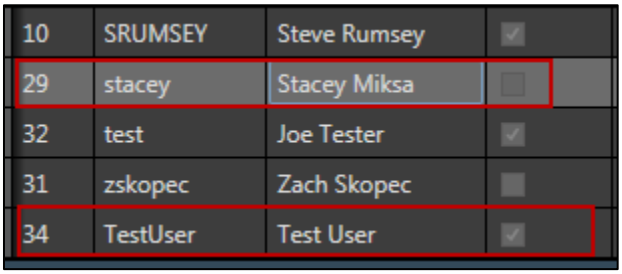
2. A blank row will be added to the table



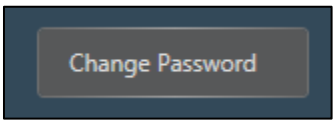
3. Fill in the fields

Field	Description
UserName	This field is a text field which controls the user name. This is how the user will be identified in the program.
Change Password	This button opens up another window where the user can change a password.
FullName	This field is a text field which the user will input their full name. This is to identify their UserName.
Active	This field is a check box. When checked it will mark the User as Active.

4. Click on another row to save the changes

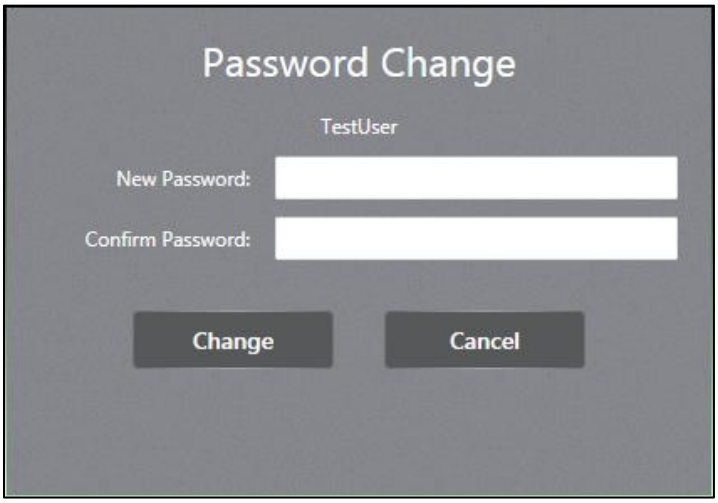


5. Select the **Change Password** button



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6. A window will pop up to change the password

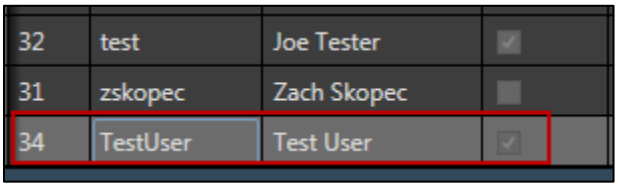


7. Enter in a new password
8. Enter in the new password again to confirm it
9. Select **Change**
10. The password will be changed

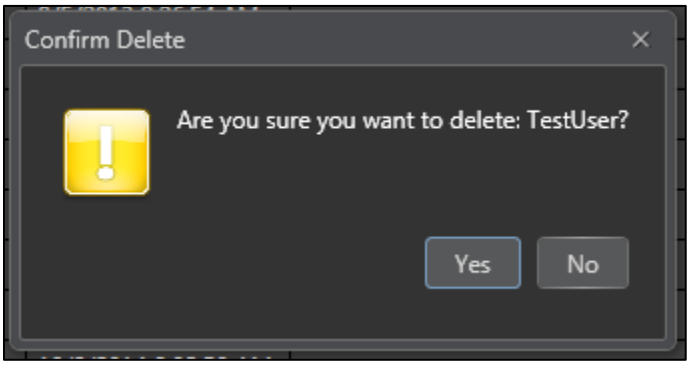
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Delete a User

1. Select a User



2. Select the **Red X** icon
3. A confirmation message will appear



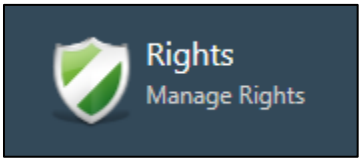
4. Select **Yes** to continue
5. The User will be deleted

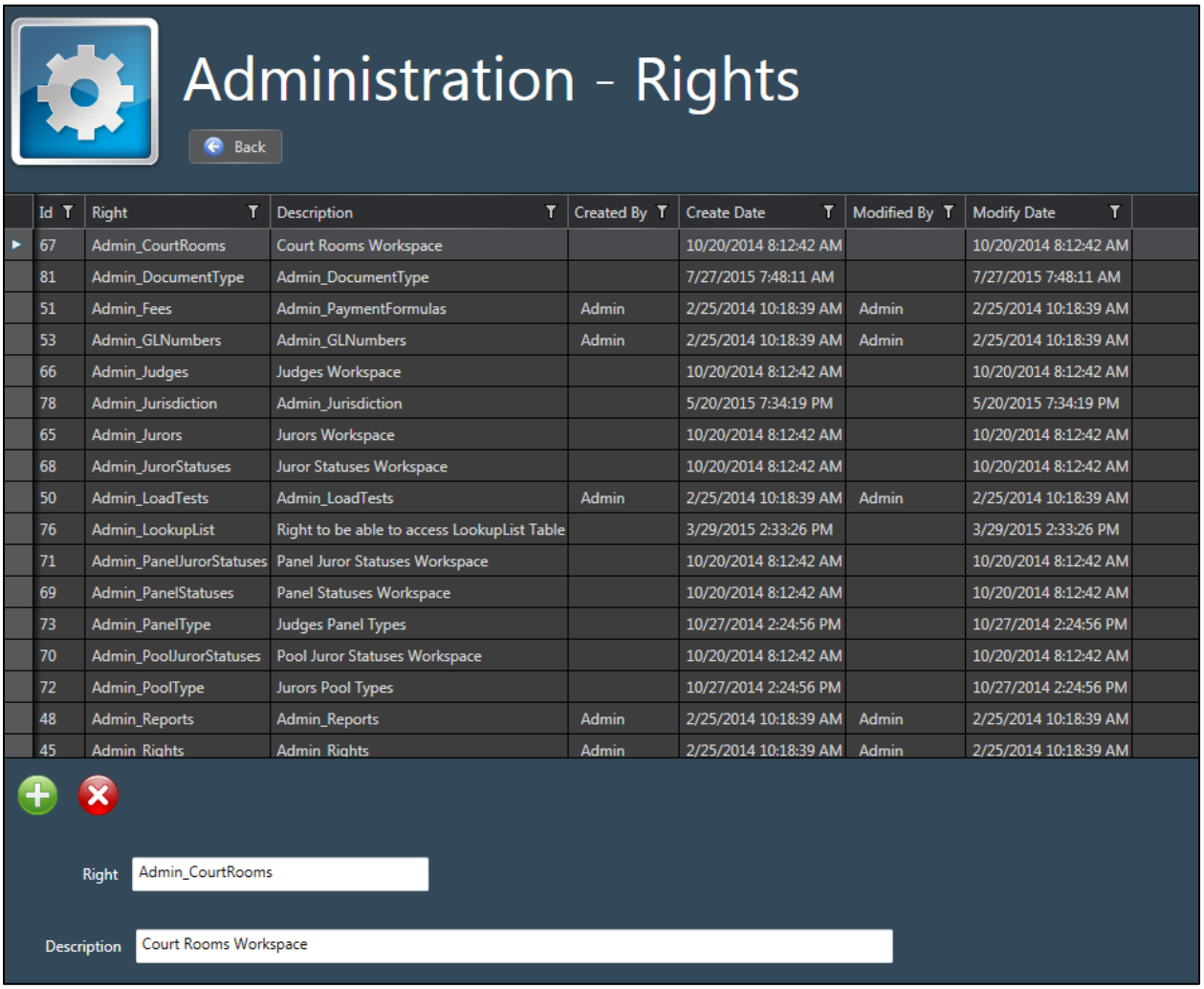


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Rights

- Select the Rights icon





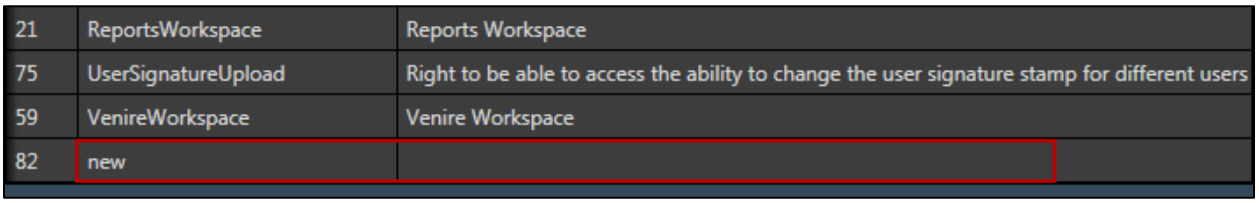
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Add a Right

1. Select the **Green Plus** icon



2. A blank row will be added to the table

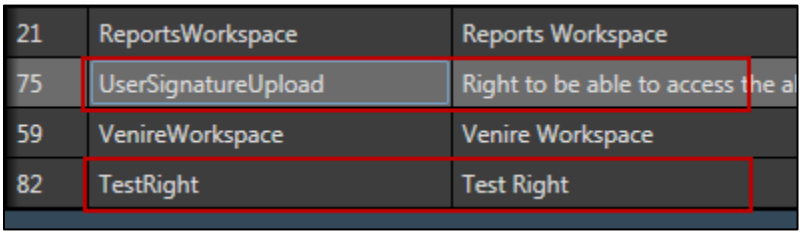


21	ReportsWorkspace	Reports Workspace
75	UserSignatureUpload	Right to be able to access the ability to change the user signature stamp for different users
59	VenireWorkspace	Venire Workspace
82	new	

3. Fill in fields

Field	Description
Right	This field is a text field which holds the name of the right.
Description	This field is a text field which contains a more detailed description of what the right allows users to do.

4. Click on another row to save the changes

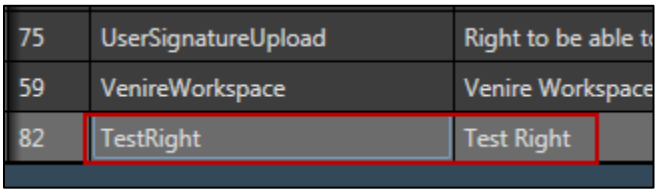


21	ReportsWorkspace	Reports Workspace
75	UserSignatureUpload	Right to be able to access the a
59	VenireWorkspace	Venire Workspace
82	TestRight	Test Right

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Delete a Right

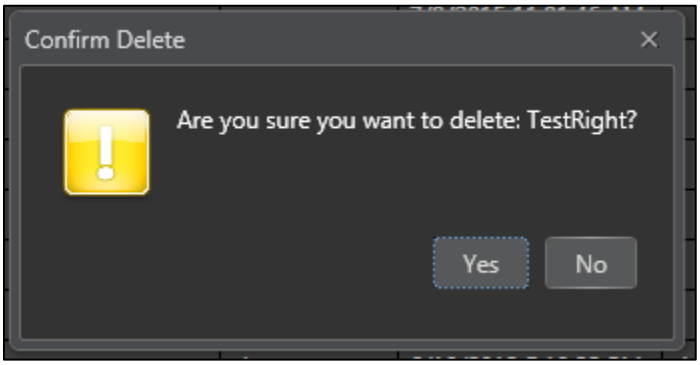
1. Select a Right



2. Click the **Red X** icon



3. A confirmation message will appear



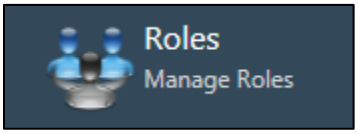
4. Click **Yes** to continue
5. The Right will be deleted

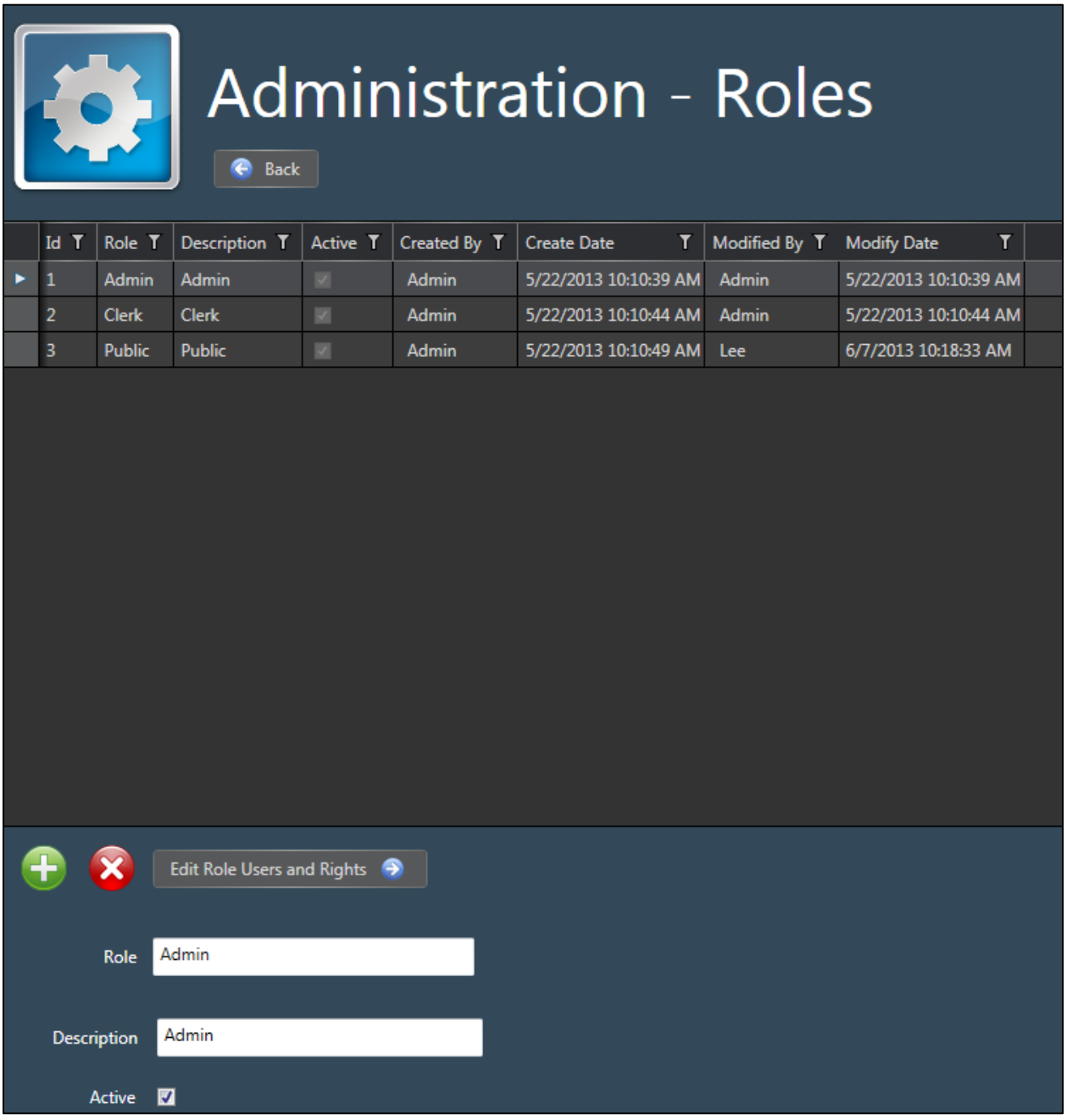


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Roles

- Select the Roles icon





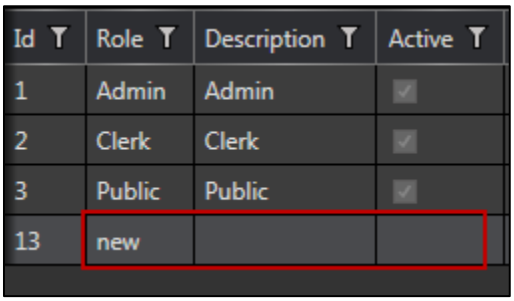
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Add a Role

1. Select the **Green Plus** icon



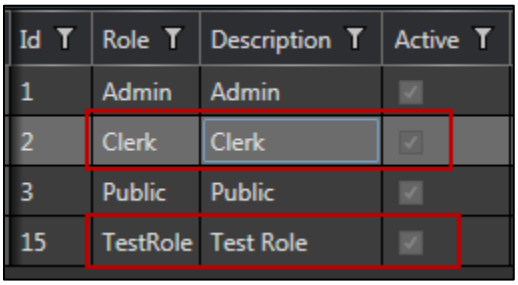
2. A blank row will be added to the table



3. Fill in fields

Field	Description
Role	This field is a text field which is used to control the name of the role.
Description	This field is a text field which is used to explain the role.
Active	This field is a check box. When checked it will mark the role as Active.

4. Select another row to save the changes



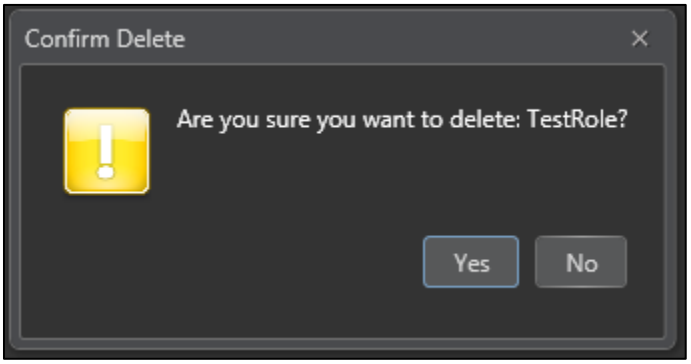
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Delete a Role

1. Select a Role
2. Click the **Red X** icon



3. A confirmation message will appear

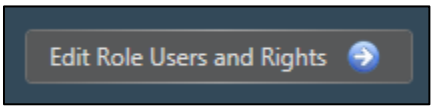


4. Select **Yes**
5. The Role will be deleted

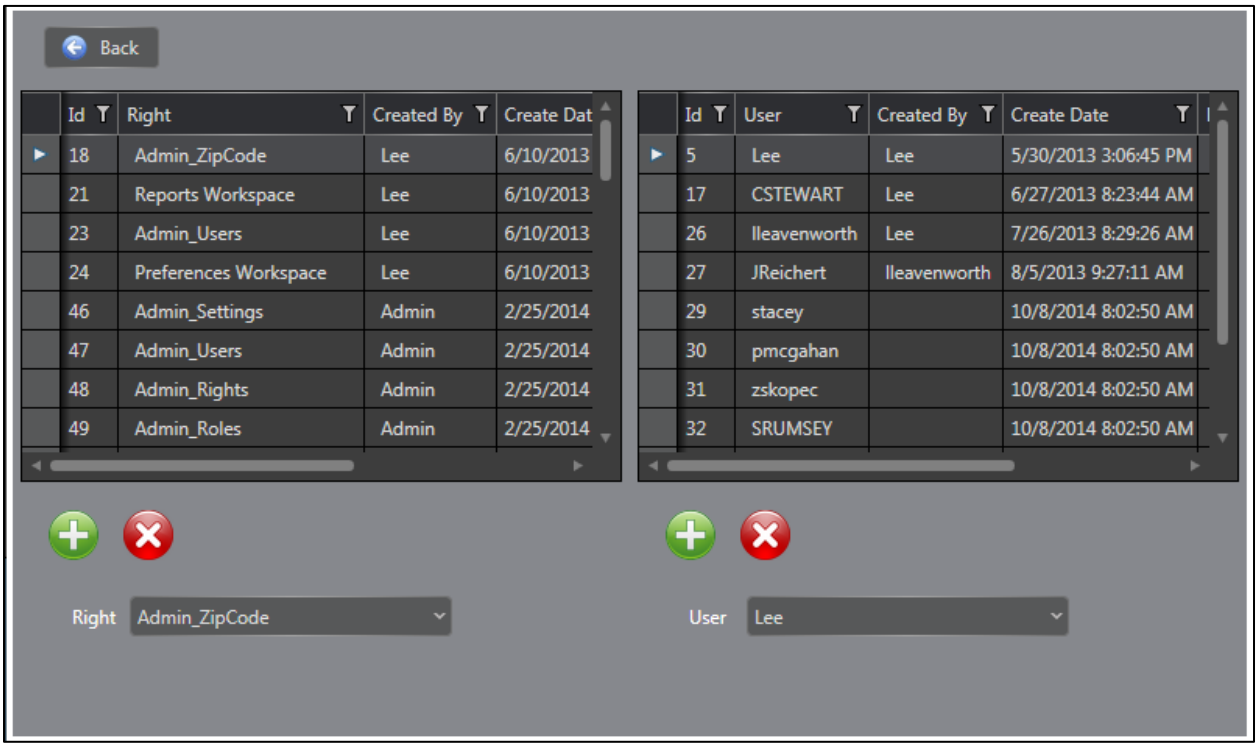
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Edit Role Users and Rights

1. Select a role
2. Select the **Edit Role Users and Rights** button



3. A window will appear



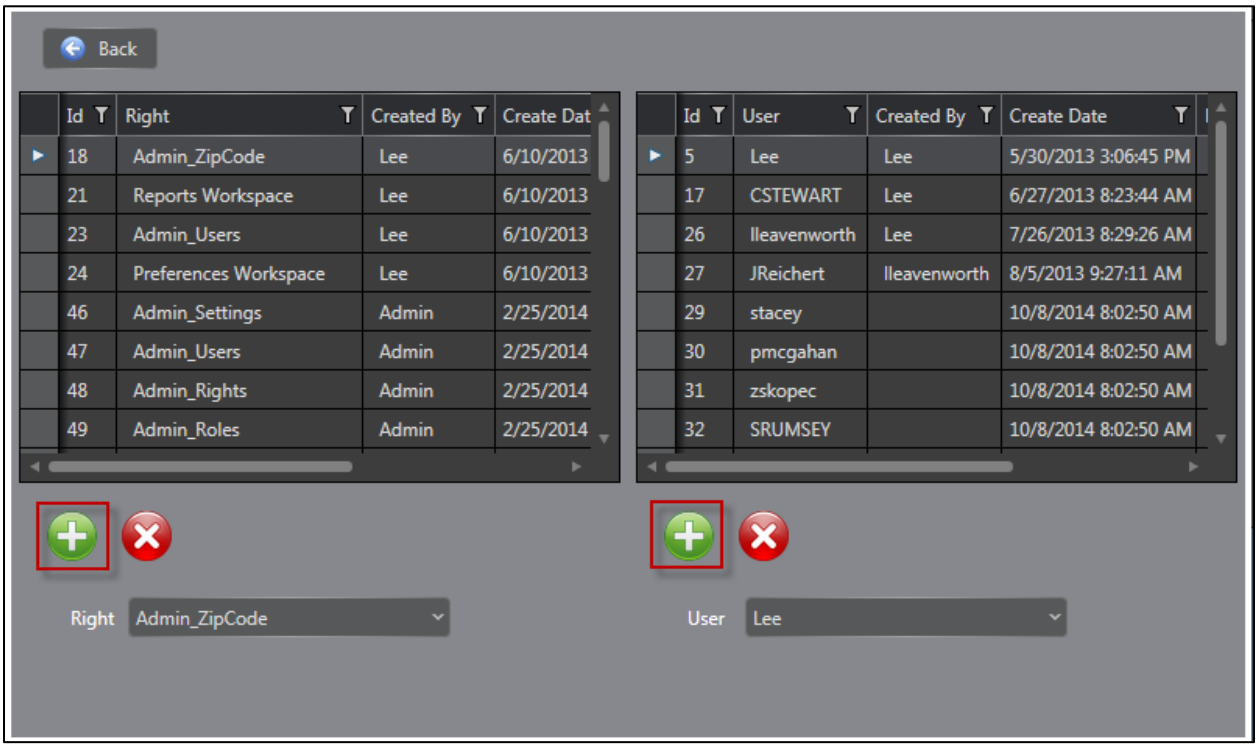
   a. One side shows the **Rights** in the role, and the other shows the **Users** in the role

4. Users can **add** or **delete** rights and users from each table

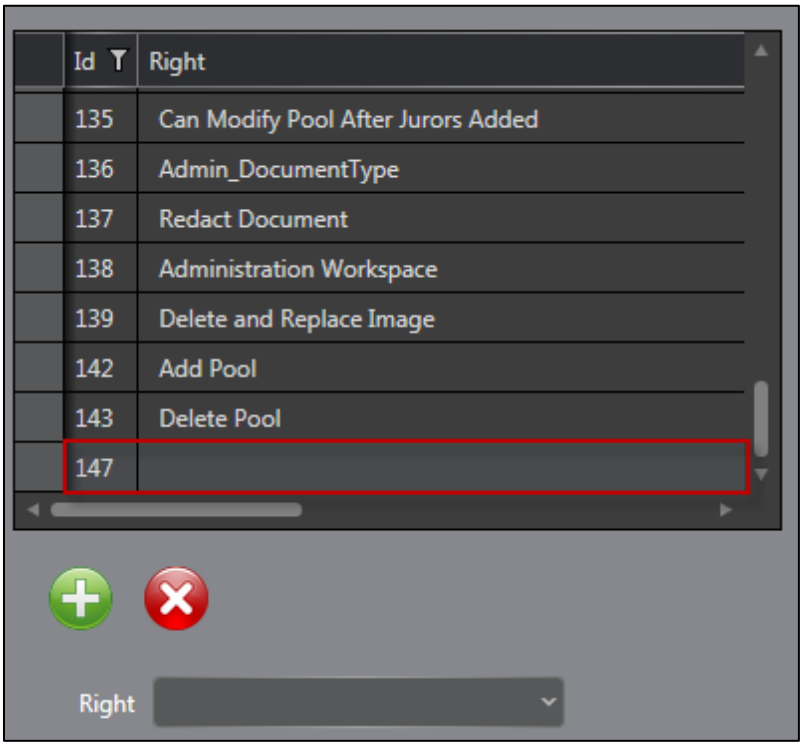
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Add a Right or User

1. To add a right or user to a role, select the respective **Green Plus** icon

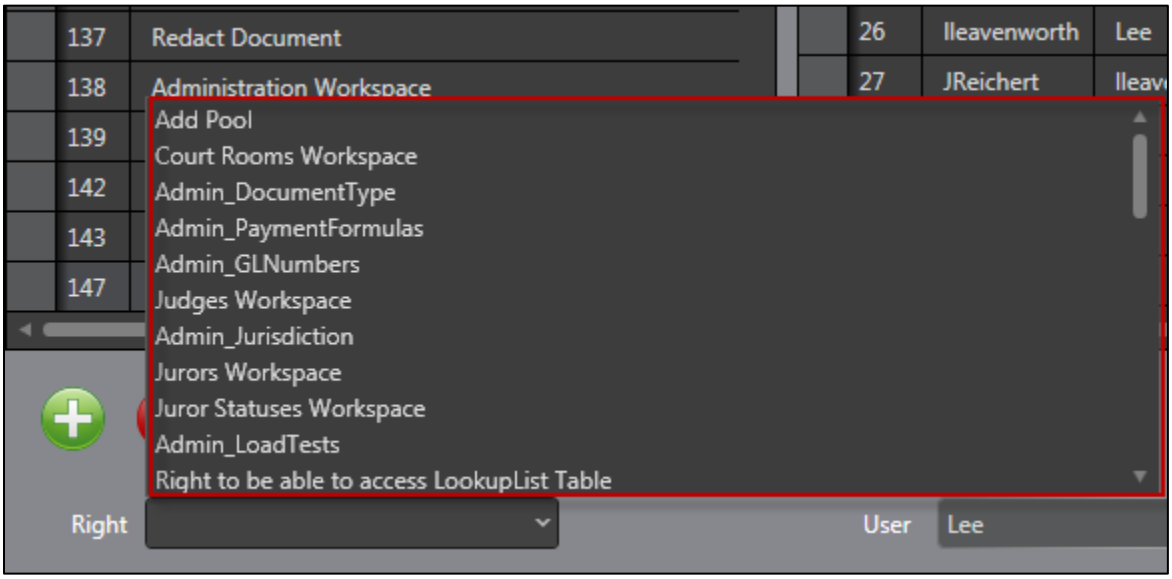


2. A blank row will be added to the table

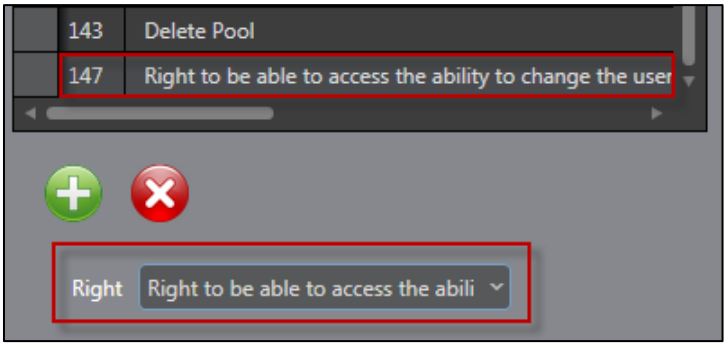


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3. Select a right or user from the dropdown



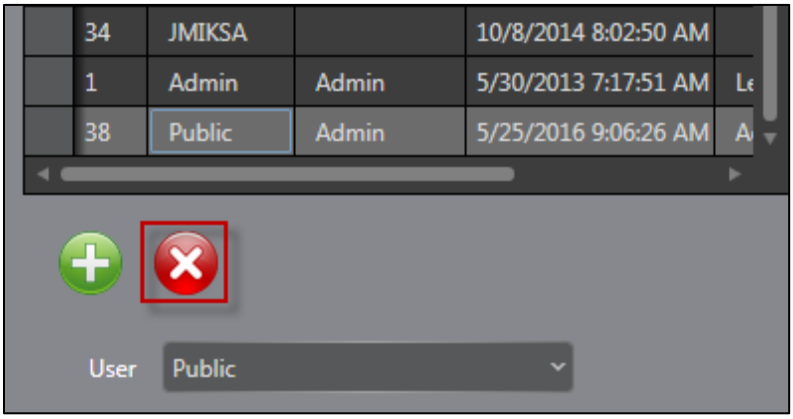
4. The right or user will be added



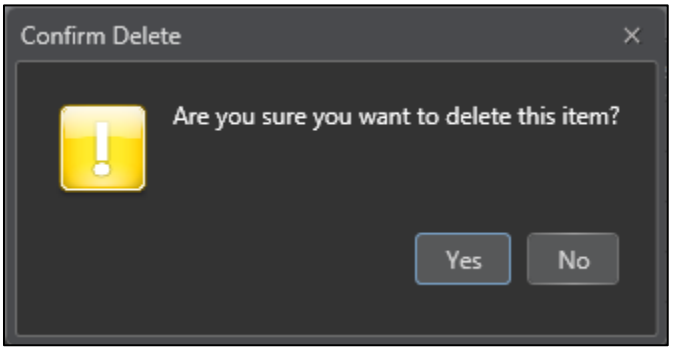
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Delete a Right or User

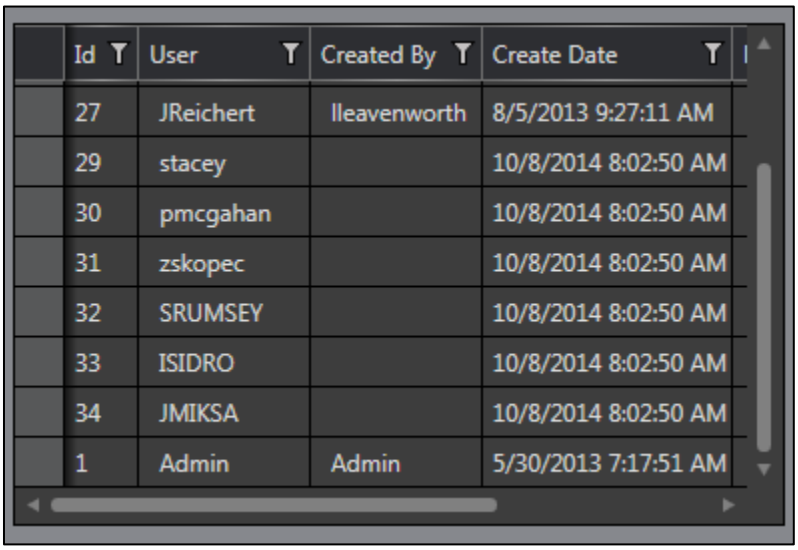
1. Select a Right or User to be deleted
2. Click the **Red X** icon



3. A confirmation message will appear



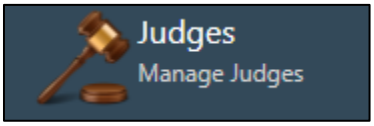
4. Click **Yes** to continue
5. The Right or User will be deleted

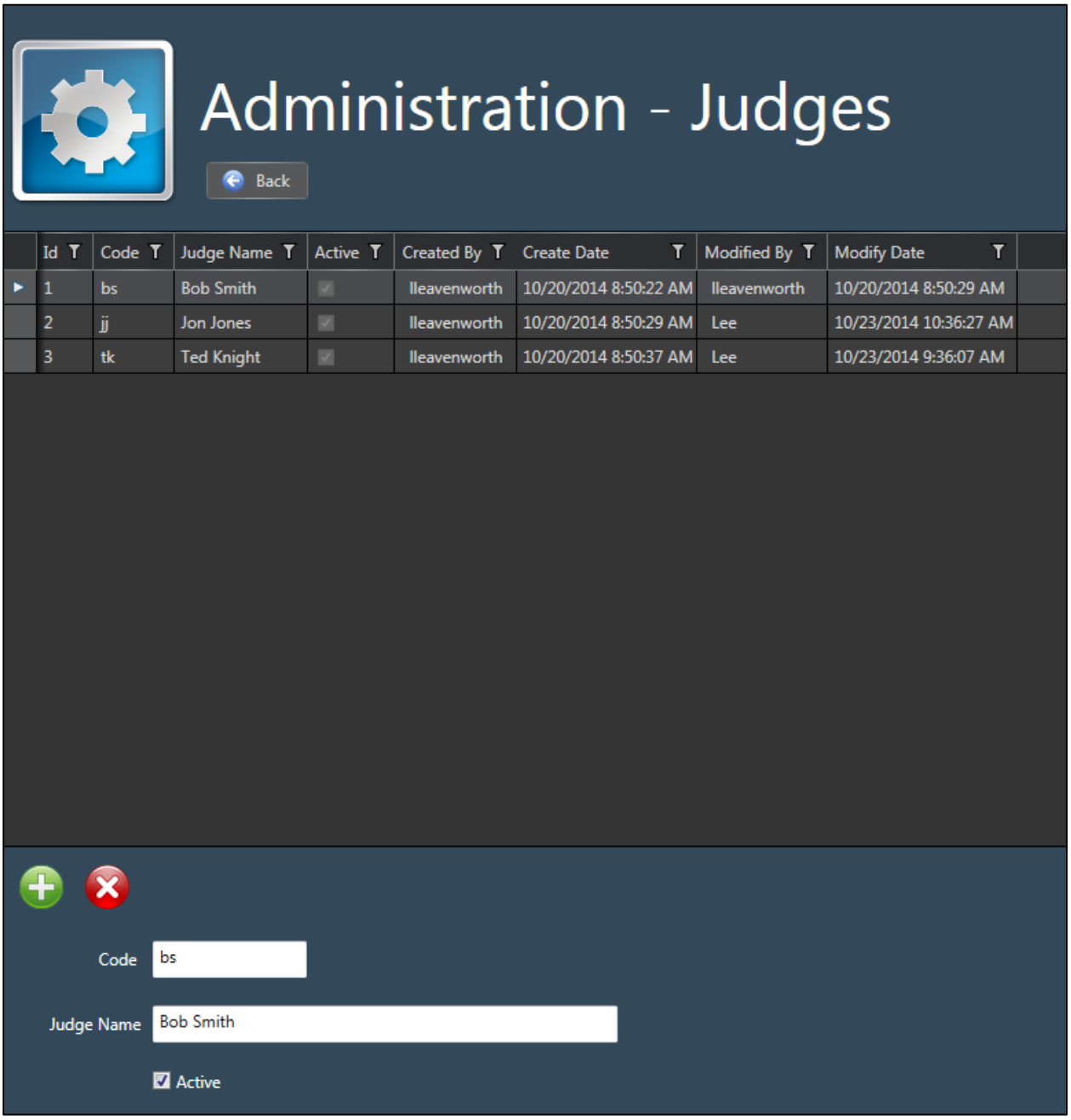


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Judges

- Select the Judges icon





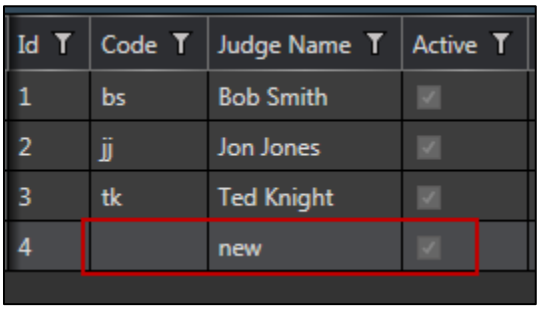
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Add a Judge

1. Select the **Green Plus** icon



2. A blank row will be added to the table

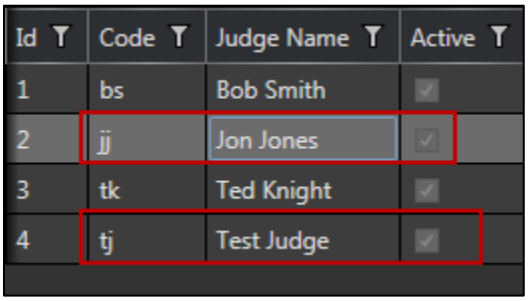


Id	Code	Judge Name	Active
1	bs	Bob Smith	☑
2	jj	Jon Jones	☑
3	tk	Ted Knight	☑
4		new	☑

3. Fill in the fields

Field	Description
Code	This field is a text field. Users can enter in a code for a Judge.
Judge Name	This field is a text field which is used to hold the Judge's full name.
Active	This field is a check box. When checked it will mark the Judge as Active.

4. Click onto another row to save the changes

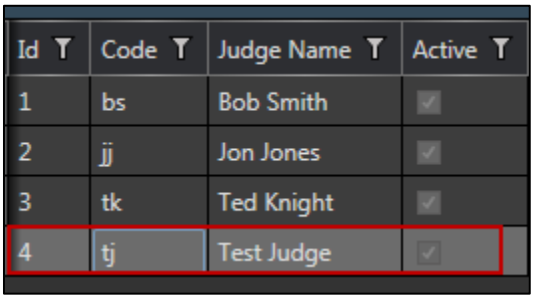


Id	Code	Judge Name	Active
1	bs	Bob Smith	☑
2	jj	Jon Jones	☑
3	tk	Ted Knight	☑
4	tj	Test Judge	☑

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Delete a Judge

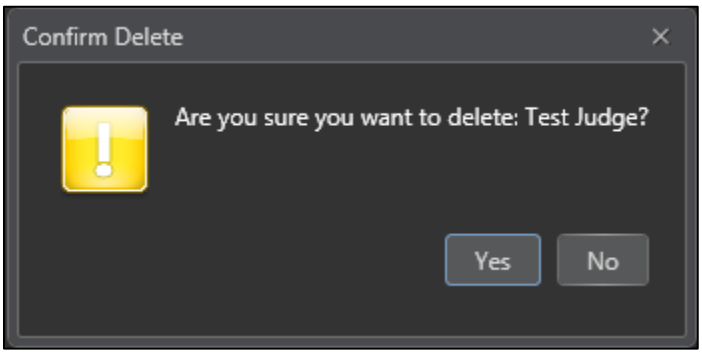
1. Select a Judge



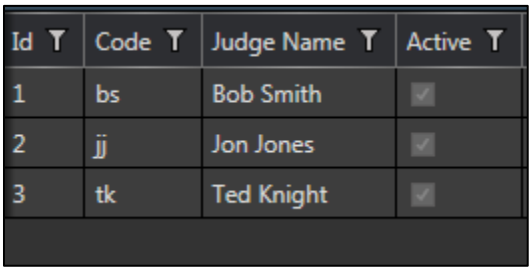
2. Click the **Red X** icon



3. A confirmation message will appear



4. Select **Yes**
5. The Judge will be deleted



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Court Rooms

- Select the Court Rooms icon



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Add a Court Room

1. Select the **Green Plus** icon



2. A blank row will be added to the table

Id	Code	Description	Active
4	v1	Civil 201	☑
5	v2	Civil 202	☑
2	c1	Criminal 101	☑
3	c2	Criminal 102	☑
22		new	☑

3. Fill in fields

Field	Description
Code	This field is a text field. Users can enter in a code for a court room.
Description	This field is a text field which holds the full name of the court room.
Active	This field is a check box. When checked it will mark the court room as Active.

4. Click onto another row to save the changes

Id	Code	Description	Active
4	v1	Civil 201	☑
5	v2	Civil 202	☑
2	c1	Criminal 101	☑
3	c2	Criminal 102	☑
22	t1	Test Room	☑

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Delete a Court Room

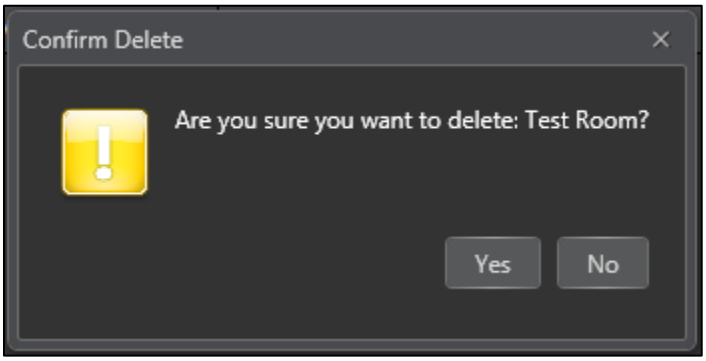
1. Select a Court Room

Id	Code	Description	Active
4	v1	Civil 201	☑
5	v2	Civil 202	☑
2	c1	Criminal 101	☑
3	c2	Criminal 102	☑
22	t1	Test Room	☑

2. Select the **Red X** icon



3. A confirmation message will appear



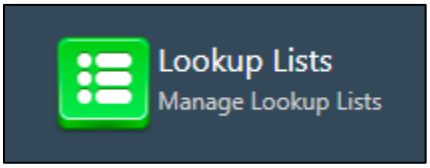
4. Select **Yes** to continue
5. The Court Room will be deleted

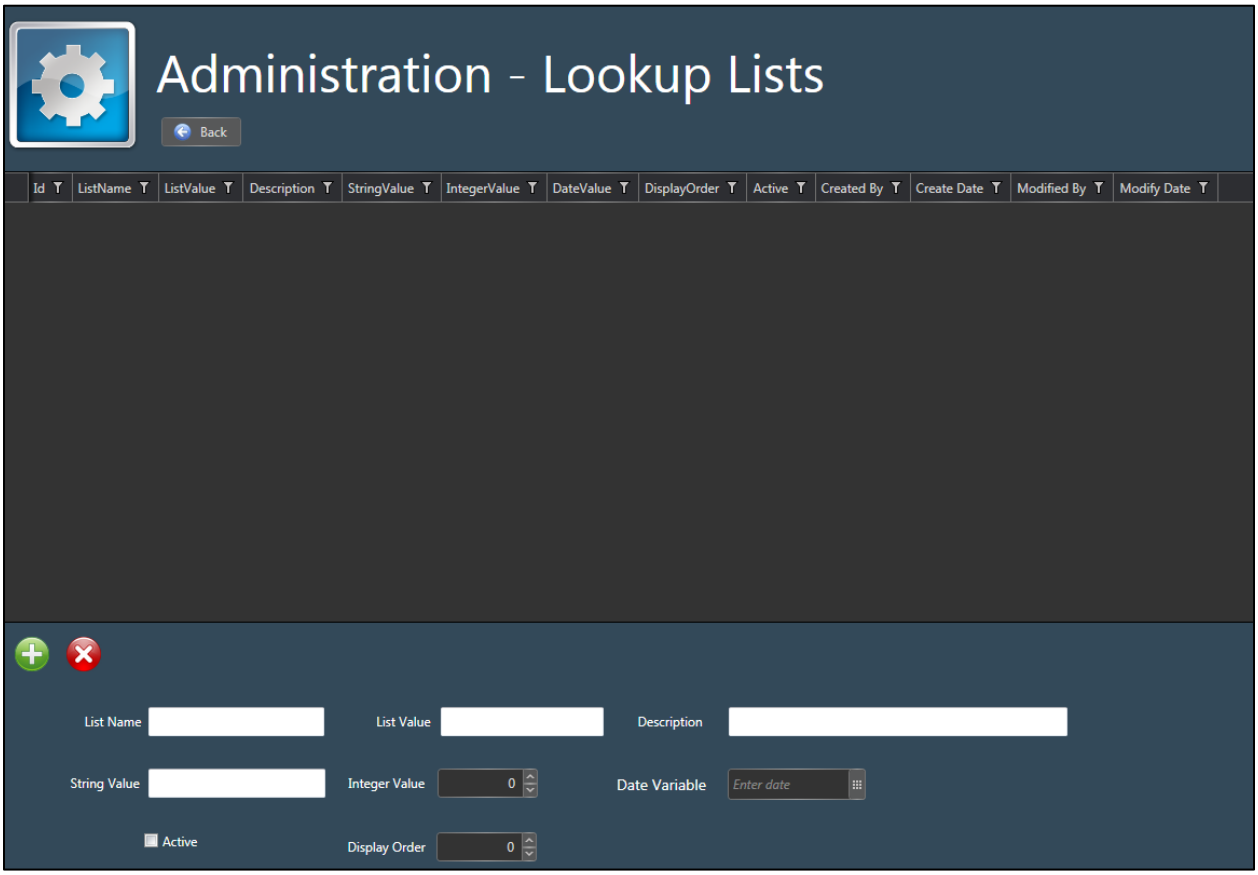
Id	Code	Description	Active
4	v1	Civil 201	☑
5	v2	Civil 202	☑
2	c1	Criminal 101	☑
3	c2	Criminal 102	☑

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Lookup Lists

- Select the Lookup List icon





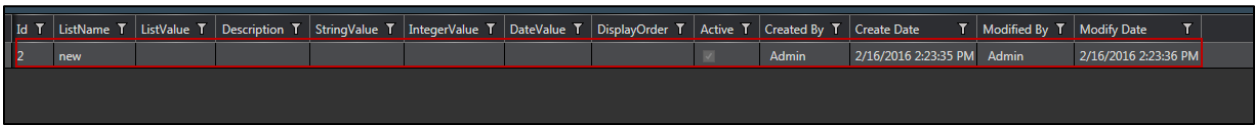
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Add a Lookup List

1. Select the **Green Plus** icon



2. A blank row will be added to the table



3. Fill in the fields

Field	Description
List Name	This field is a text field which contains the name of the lookup list.
List Value	This field is a text field which controls the values of the lookup list.
Description	This field is a text field which allows a description of the list to be added.
String Value	This field is a text field which allows both text and numbers to be added.
Integer Value	This field is a numerical field which allows an integer to be added as a value.
Date Variable	This field is a date field which allows a user to manually add a date, or select one from the calendar view.
Display Order	This field is a numerical field which allows users to enter in a number. Lookup lists will be organized in numerical order according to this field.
Active	This field is a check box. When checked it will mark the lookup list as Active.

4. Click onto another row to save changes

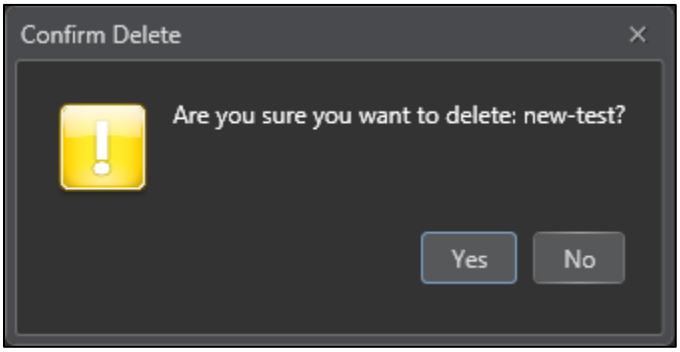
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Delete a Lookup List

1. Select a Lookup List
2. Select the **Red X** icon



3. A confirmation message will appear

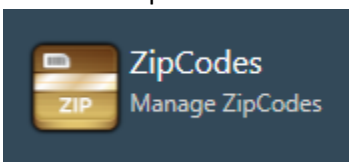


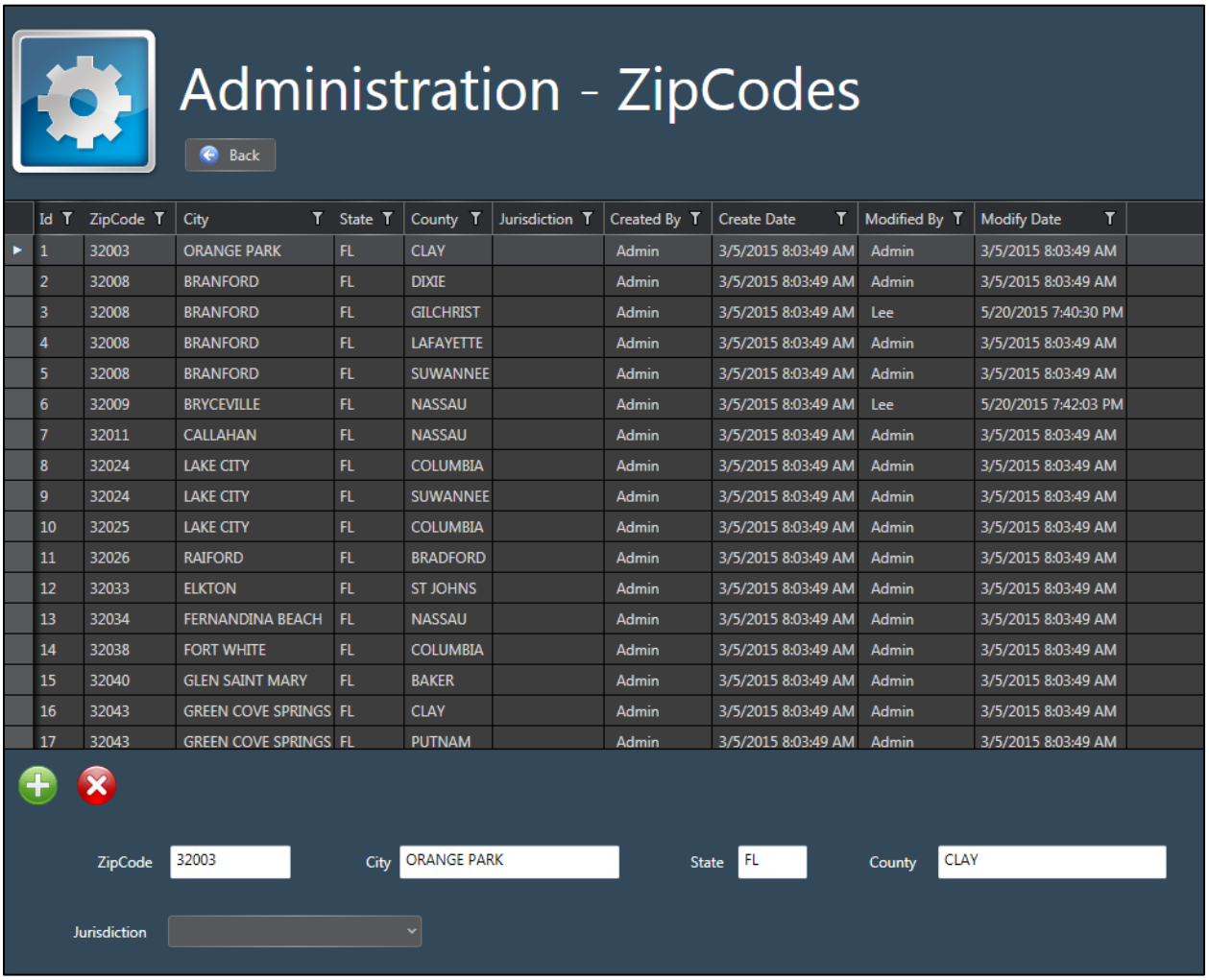
4. Select **Yes**
5. The Lookup List will be deleted

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Zip Codes

- Select the Zip Code icon





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Add a Zip Code

1. Select the **Green Plus** icon



2. A blank row will be added to the table

1192	34994	STUART	FL	MARTIN	
1193	34994	STUART	FL	ST LUCIE	
1194	34996	STUART	FL	MARTIN	
1195	34997	STUART	FL	MARTIN	
1196					

3. Fill in the fields

Field	Description
Zip Code	This field is a text field which holds the numerical zip code.
City	This field is a text field which holds the City name where the zip code is located.
State	This field is a text field which holds the State in which the zip code is located.
County	This field is a text field which holds the County name where the zip code is located.
Jurisdiction	This field is a drop down, which users must select the Jurisdiction the zip code falls under.

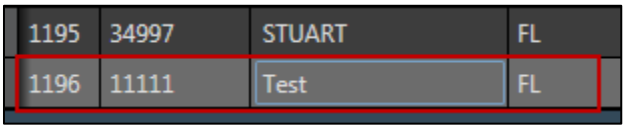
4. Click onto another row to save changes

1193	34994	STUART	FL	ST LUCIE	
1194	34996	STUART	FL	MARTIN	
1195	34997	STUART	FL	MARTIN	
1196	11111	Test	FL	Test	JURISDICTION B

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Delete a Zip Code

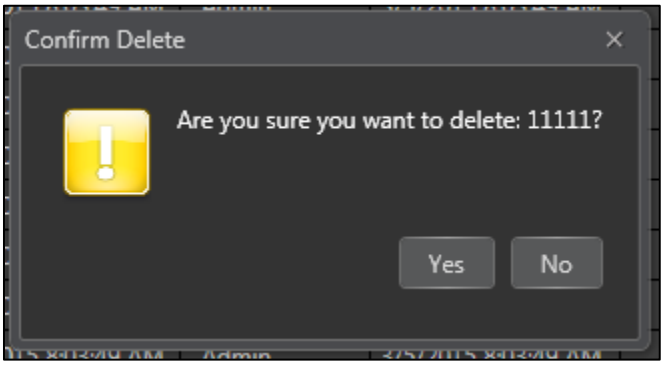
1. Select a Zip Code



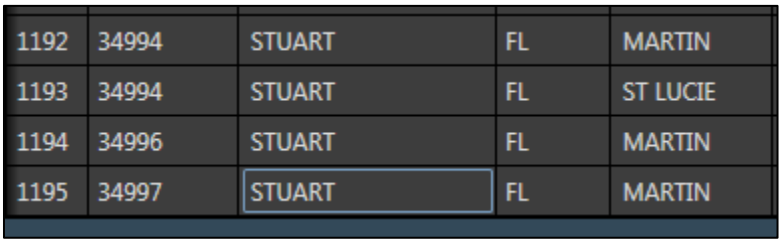
2. Select the **Red X** icon



3. A confirmation message will appear



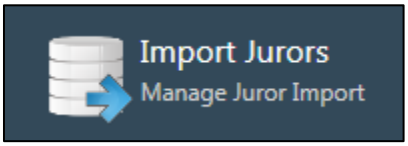
4. Select **Yes** to continue
5. The Zip Code will be deleted

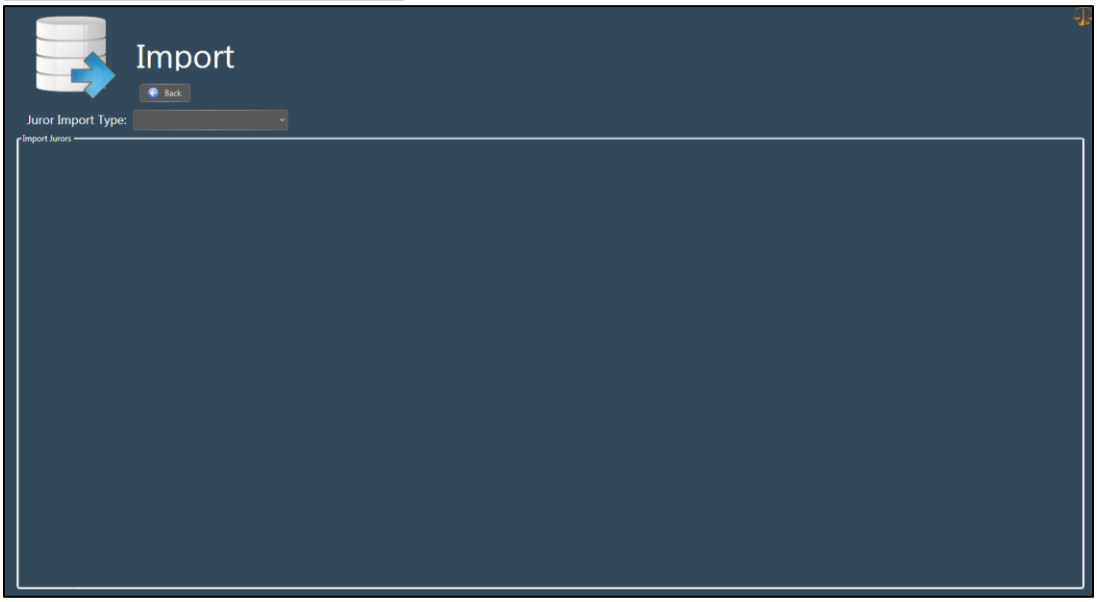


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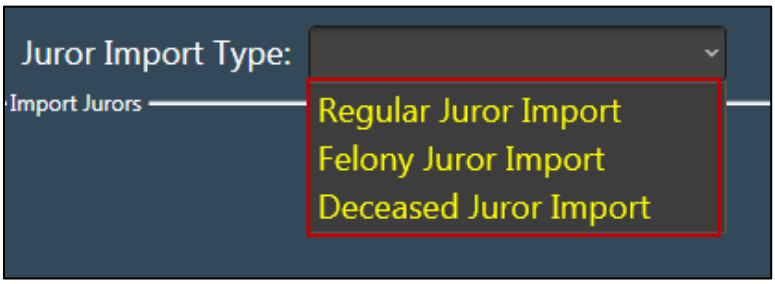
Import Jurors

1. Select the Import Jurors icon to access the Import Jurors screen





2. Select an import type from the drop down



   a. Regular Juror Import will import data into the normal jurors pool. They will be marked as active, and can be selected for jury duty.
   b. Felony Juror Import will import data into the Felons pool. They will be marked disqualified to participate in jury duty.
   c. Deceased Juror Import will import data into the Deceased pool. They will be marked permanently disqualified from participating in jury duty.

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3. Once selected the fields will appear



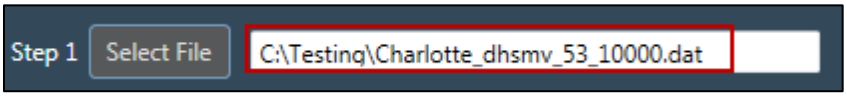
4. Select **Import From File** or **Import From Staging Table**

Import From File

1. Click the **Select File** button



2. A window will appear, select a file
3. Once selected, the file location will appear in the box



4. Select the **Preview File** button
5. A preview of the data will fill the table

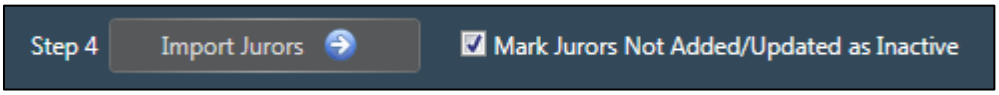
Preview Jurors:

First Name	Middle Name	Last Name	Suffix	Address1	Address2	City	State	Zip	DOB	Race	Gender
GREGORY	ALLAN	AU		1236 SWAN CT		PUNTA GORDA	FL	339500000	07/03/1951	W	M
JOAN	ANN	AWE		4158 TAMIAMI TRL APT F2		PORT CHARLOTTE	FL	339520000	10/18/1932	W	F
LYNNE	ELIZABETH	AWE		300 KLISPIE DR		PUNTA GORDA	FL	339500000	01/05/1959	W	F
NICHOLAS	RAYMOND	AYE		3500 MONDOVI CT UNIT 121		PUNTA GORDA	FL	339500000	11/25/1983	W	M
WENDY	H	AYE		228 FREEPORT CT		PUNTA GORDA	FL	339500000	10/06/1949	W	F
WILLIAM	ERWIN	AYE		228 FREEPORT CT		PUNTA GORDA	FL	339500000	07/13/1931	W	M
GABRIEL		ABBE		736 CRESTWOOD RD		ENGLEWOOD	FL	342233902	02/01/1977	W	M
JUDY	L	ABBEY		23330 GARRISON AVE		PORT CHARLOTTE	FL	339540000	08/07/1954	W	F
JOHN	STEVEN	ABBEY		23330 GARRISON AVE		PORT CHARLOTTE	FL	339542535	01/16/1957	W	M
JOSEPH	THEODORE	AUBE		21499 MICHIGAN AVE		PORT CHARLOTTE	FL	339520000	12/15/1926	W	M
KOREN	GABRIELLE	ABBE		736 CRESTWOOD RD		ENGLEWOOD	FL	342233902	08/16/1952	W	F
RONALD	LAWRENCE	APP		113 BEDFORD DR NE		PORT CHARLOTTE	FL	339528106	10/13/1942	W	M
SANDRA	ELLEN	AVAYU		2048 MAZATLAN ROAD		PUNTA GORDA	FL	339830000	03/31/1966	W	F
THOMAS		ABBE		736 CRESTWOOD RD		ENGLEWOOD	FL	342233902	08/08/1948	W	M

6. Select **Load to Staging Table**
    a. The checkbox to **Delete Existing Staging Records** will delete the information in the staging table prior to adding the data being imported. This is checked by default, and under most circumstances shouldn't be unchecked. When doing imports piece by piece, this button should be unchecked to create one major import.

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7. Click **Import Jurors**



   a. Users can also exit the window, or move to another screen and return and click **Import From Staging Table** and import the same data at a later time.
   b. The **Mark Jurors Not Added/Updated as Inactive** will mark all jurors that are not in the import as inactive. This is to account for potential jurors who may have moved recently. It is rare for this box to be unchecked, except when doing imports piece by piece.

Import From Staging Table

1. Select the **Get Staging Jurors** button



2. Jurors will be shown in the Preview Jurors grid

Preview Jurors:

First Name	Middle Name	Last Name	Suffix	Address1	Address2	City	State	Zip	DOB	Race	Gender	DL Number	SSN	Voter ID
GREGORY	ALLAN	AU		1236 SWAN CT		PUNTA GORDA	FL	339500000	07/03/1951	W	M	A000281512430	000000000	
JOAN	ANN	AWE		4158 TAMIAMI TRL APT F2		PORT CHARLOTTE	FL	339520000	10/18/1932	W	F	A000481328780	000000000	
LYNNE	ELIZABETH	AWE		300 KLISPIE DR		PUNTA GORDA	FL	339500000	01/05/1959	W	F	A000525595050	000000000	
NICHOLAS	RAYMOND	AYE		3500 MONDOVI CT UNIT 121		PUNTA GORDA	FL	339500000	11/25/1983	W	M	A000636834250	000000000	
WENDY	H	AYE		228 FREEPORT CT		PUNTA GORDA	FL	339500000	10/06/1949	W	F	A000888498660	000000000	
WILLIAM	ERWIN	AYE		228 FREEPORT CT		PUNTA GORDA	FL	339500000	07/13/1931	W	M	A000925312530	000000000	
GABRIEL		ABBE		736 CRESTWOOD RD		ENGLEWOOD	FL	342233902	02/01/1977	W	M	A100280770410	000000000	
JUDY	L	ABBEY		23330 GARRISON AVE		PORT CHARLOTTE	FL	339540000	08/07/1954	W	F	A100432547870	000000000	
JOHN	STEVEN	ABBEY		23330 GARRISON AVE		PORT CHARLOTTE	FL	339542535	01/16/1957	W	M	A100477570160	000000000	
JOSEPH	THEODORE	AUBE		21499 MICHIGAN AVE		PORT CHARLOTTE	FL	339520000	12/15/1926	W	M	A100498264550	000000000	
KOREN	GABRIELLE	ABBE		736 CRESTWOOD RD		ENGLEWOOD	FL	342233902	08/16/1952	W	F	A100507527960	000000000	
RONALD	LAWRENCE	APP		113 BEDFORD DR NE		PORT CHARLOTTE	FL	339528106	10/13/1942	W	M	A100732423730	000000000	
SANDRA	ELLEN	AVAYU		2048 MAZATLAN ROAD		PUNTA GORDA	FL	339830000	03/31/1966	W	F	A100785666111	000000000	
THOMAS		ABBE		736 CRESTWOOD RD		ENGLEWOOD	FL	342233902	08/08/1948	W	M	A100820482880	000000000	
AMANDA	MARIE	APICE		18391 ELGIN AVE		PORT CHARLOTTE	FL	339480000	05/25/1994	W	F	A120013946850	000000000	
BRANDON	J	AVIS		305 NE 18TH AVE		CAPE CORAL	FL	339092796	05/20/1978	W	M	A120070781800	000000000	
BETSY	LYNN	APICE		4326 PATES ST		PORT CHARLOTTE	FL	339480000	11/30/1966	W	F	A120072669300	000000000	
BETH	MARGARET	APICE		18391 ELGIN AVE		PORT CHARLOTTE	FL	339480000	08/16/1968	W	F	A120073687960	000000000	

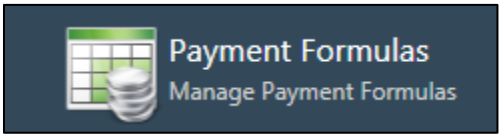
3. The **Mark Jurors Not Added/Updated as Inactive** will mark all jurors that are not in the import as inactive. This is to account for potential jurors who may have moved recently. It is rare for this box to be unchecked, except when doing imports piece by piece.
4. Click the **Import Jurors** button

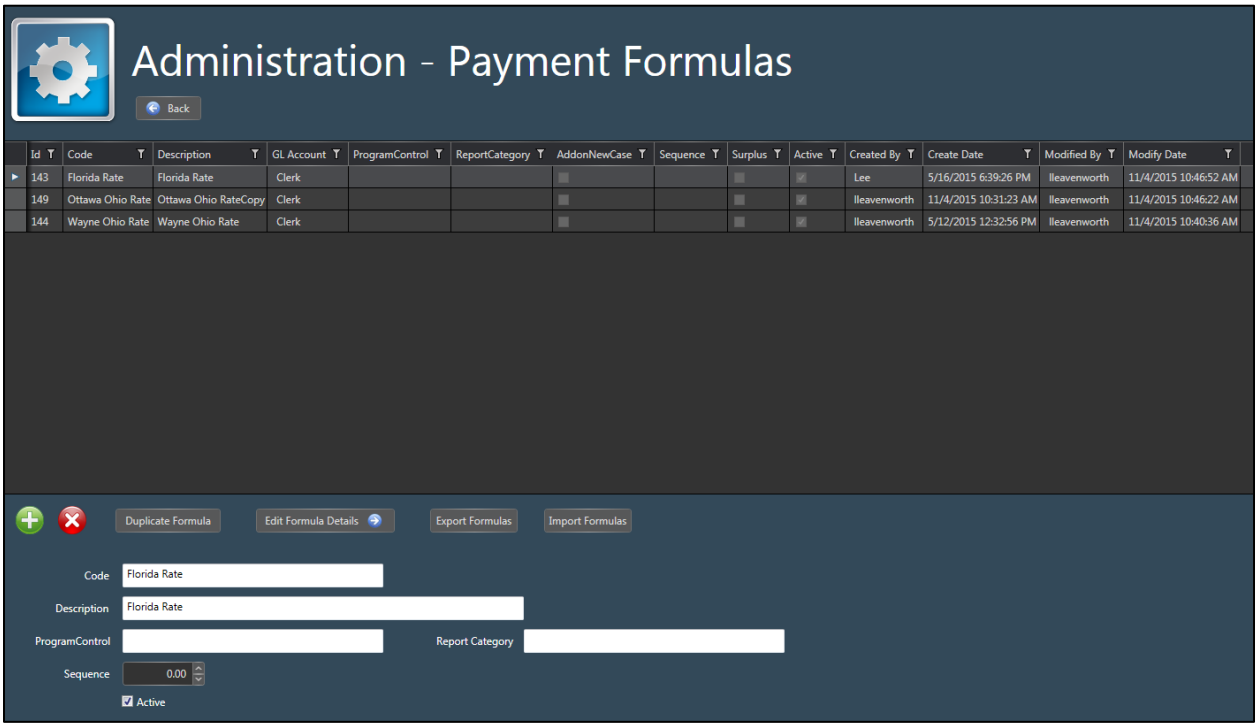


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Payment Formulas

- Select the Payment Formulas icon





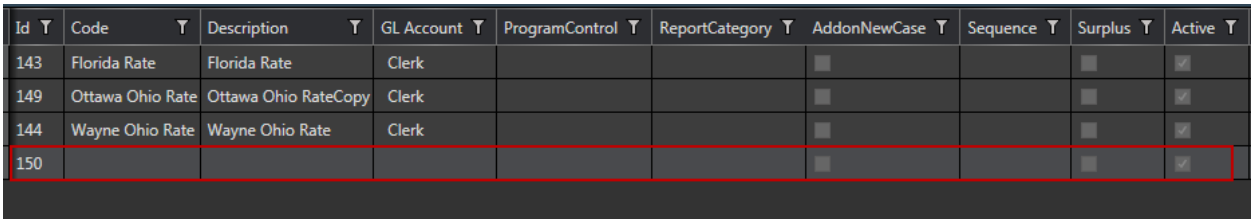
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Add a Payment Formula

1. Select the **Green Plus** icon



2. A blank row will be added to the table

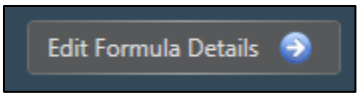


Id	Code	Description	GL Account	ProgramControl	ReportCategory	AddonNewCase	Sequence	Surplus	Active
143	Florida Rate	Florida Rate	Clerk			☐		☐	☑
149	Ottawa Ohio Rate	Ottawa Ohio RateCopy	Clerk			☐		☐	☑
144	Wayne Ohio Rate	Wayne Ohio Rate	Clerk			☐		☐	☑
150						☐		☐	☑

3. Fill in the Fields

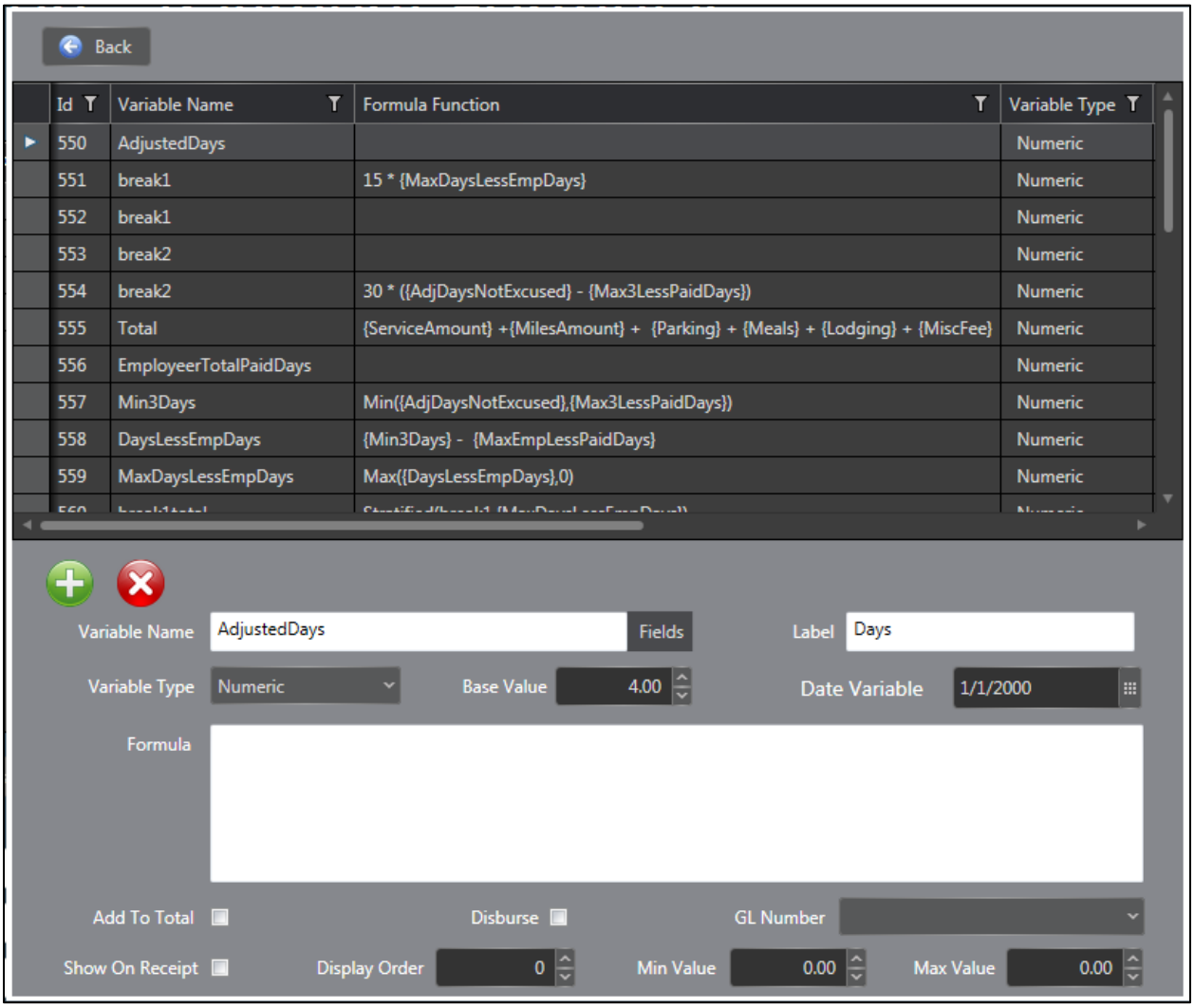
Field	Description
Code	This field is a text field. Users can enter in a code for a payment formula.
Description	This field is a text field which allows for a longer description of the payment formula to be entered.
ProgramControl	This field is a text field which sets the Program Control.
Report Category	This field is a text field which allows users to add a report category to the payment formula.
Sequence	This field is a numerical field which is used to add a sequence number to the payment formula.
Active	This field is a check box. When checked it will mark the payment formula as Active.

4. Click the **Edit Formula Details** button



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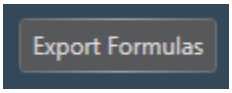
5. The Edit Formula Details window will appear



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Export Formulas

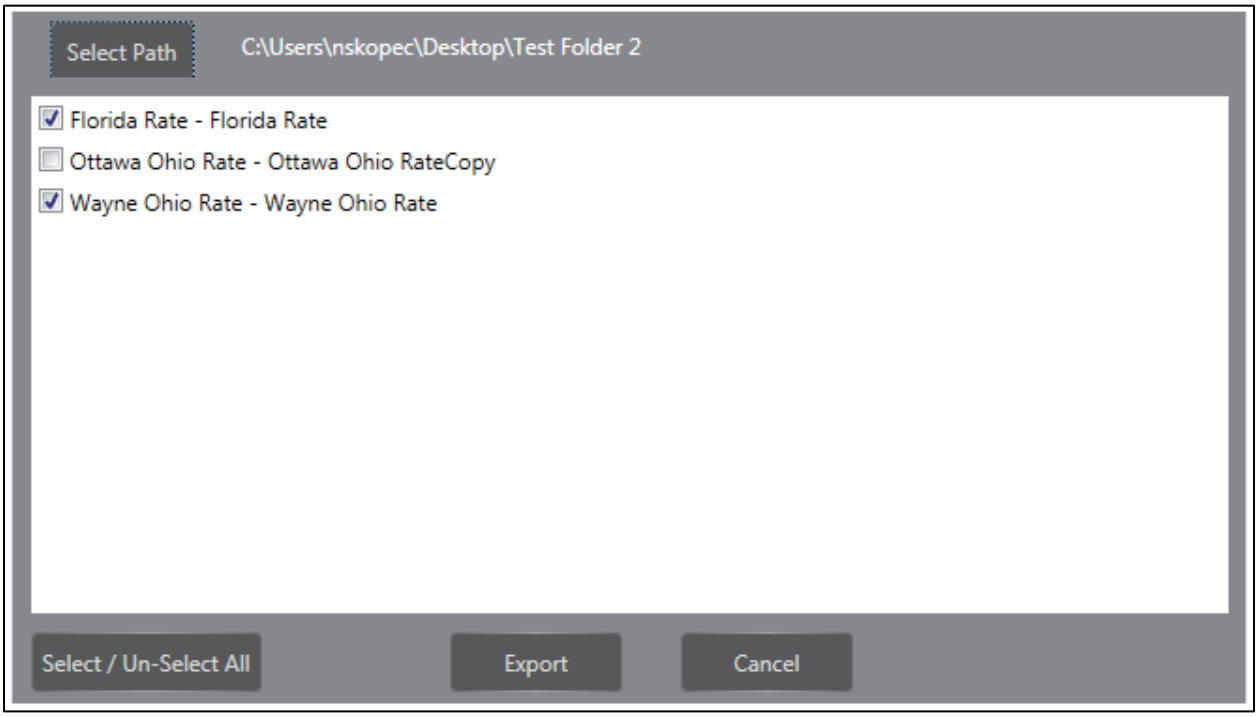
1. Click the **Export Formulas** button



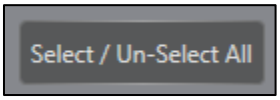
2. A window will appear
3. Click **Select Path**



4.
5. Select a location to export items
6. Click **Open**
7. Select the formulas to be exported

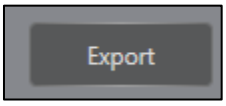


   a. Users can also select the **Select / Un-Select All** button

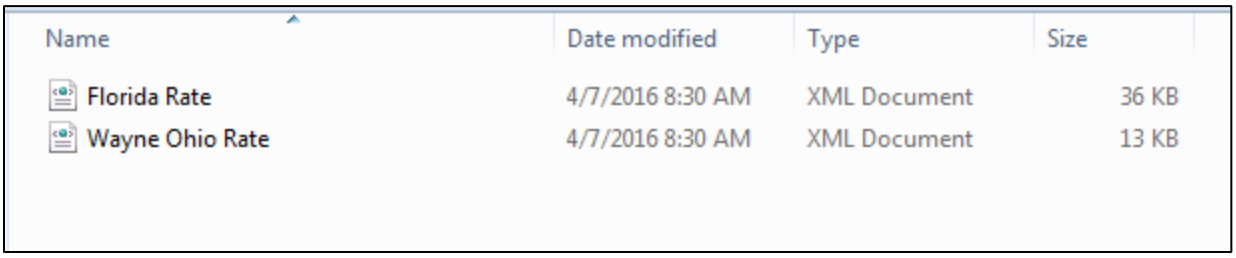


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8. Click **Export**

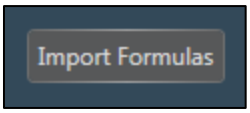


9. Files will be exported

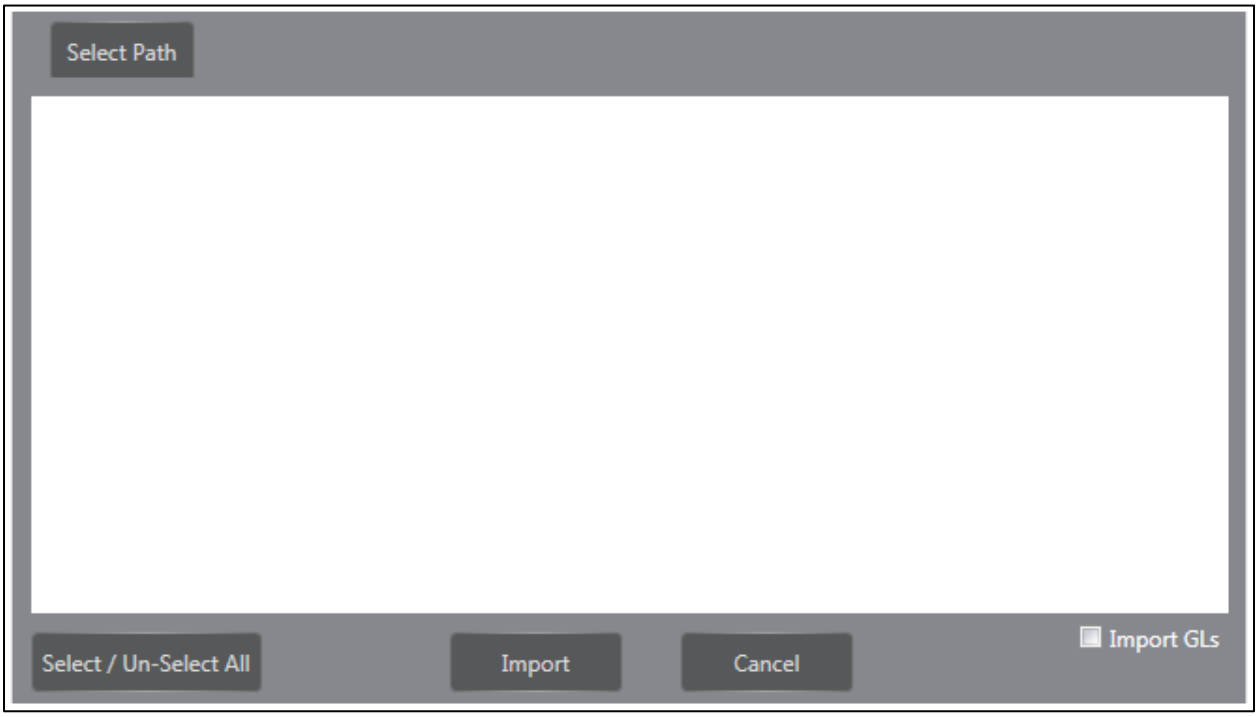


Import Formulas

1. Select the **Import Formulas** button



2. A window will appear

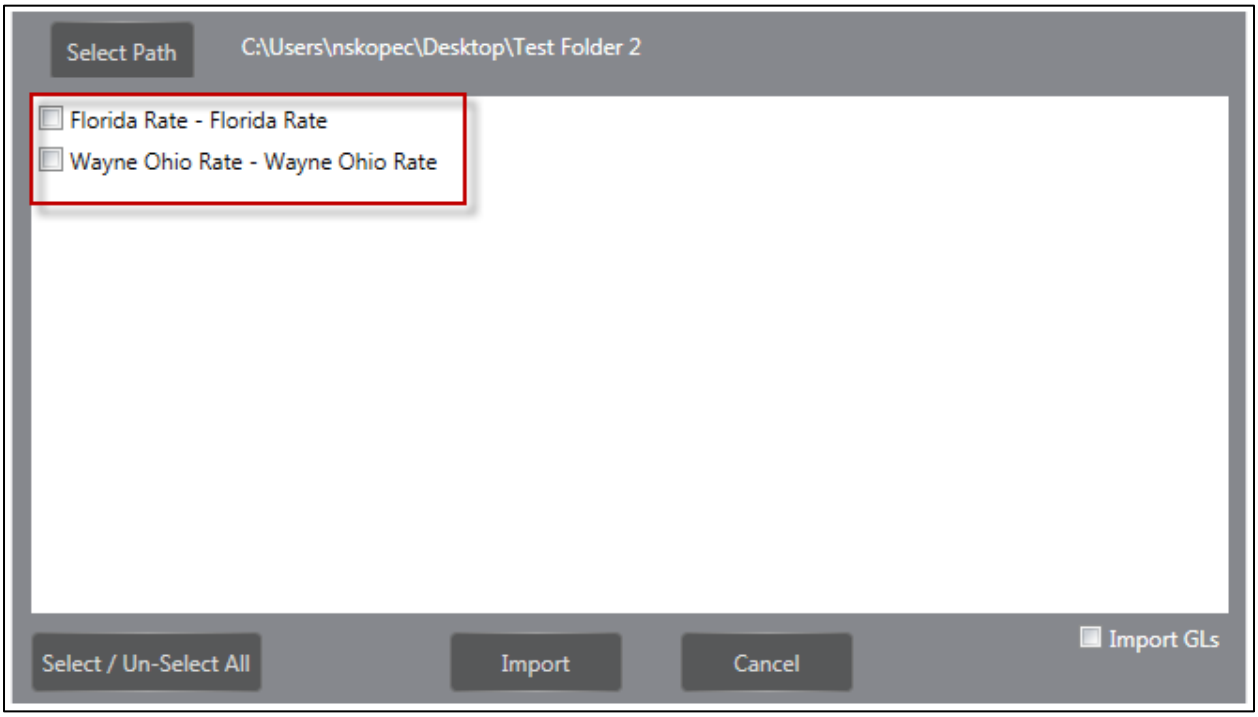


3. Click **Select Path**
4. 

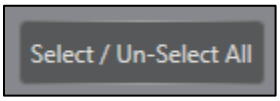
5. Select a location to import items from

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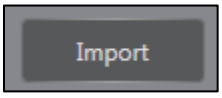
6. Once a location is selected, files in will appear in the window to be selected



7. Select files to be imported
    a. Users can also select the **Select / Un-Select All** button



    b. There is also the **Import GLs** check box
        i. When this is checked, GLs can be imported as well
8. Click the **Import** button



9. Selected files will be imported in

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Delete Payment Formula

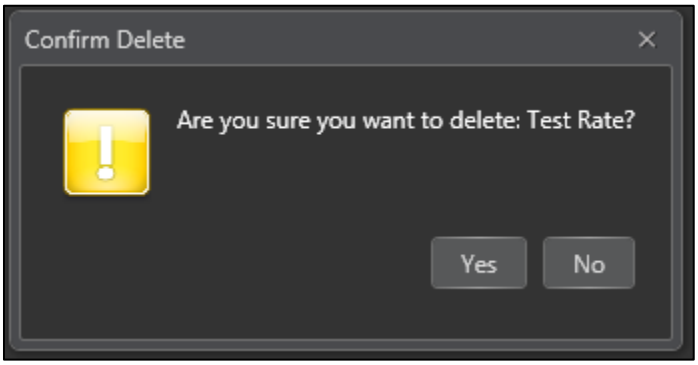
1. Select a Payment Formula

Id	Code	Description	GL Account
143	Florida Rate	Florida Rate	Clerk
149	Ottawa Ohio Rate	Ottawa Ohio RateCopy	Clerk
150	Test Rate	Test Rate	
144	Wayne Ohio Rate	Wayne Ohio Rate	Clerk

2. Select the **Red X** icon



3. A confirmation message will appear



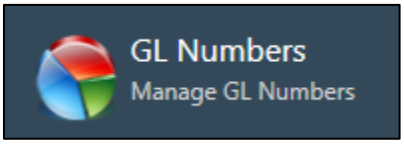
4. Select **Yes** to continue
5. The Payment Formula will be deleted

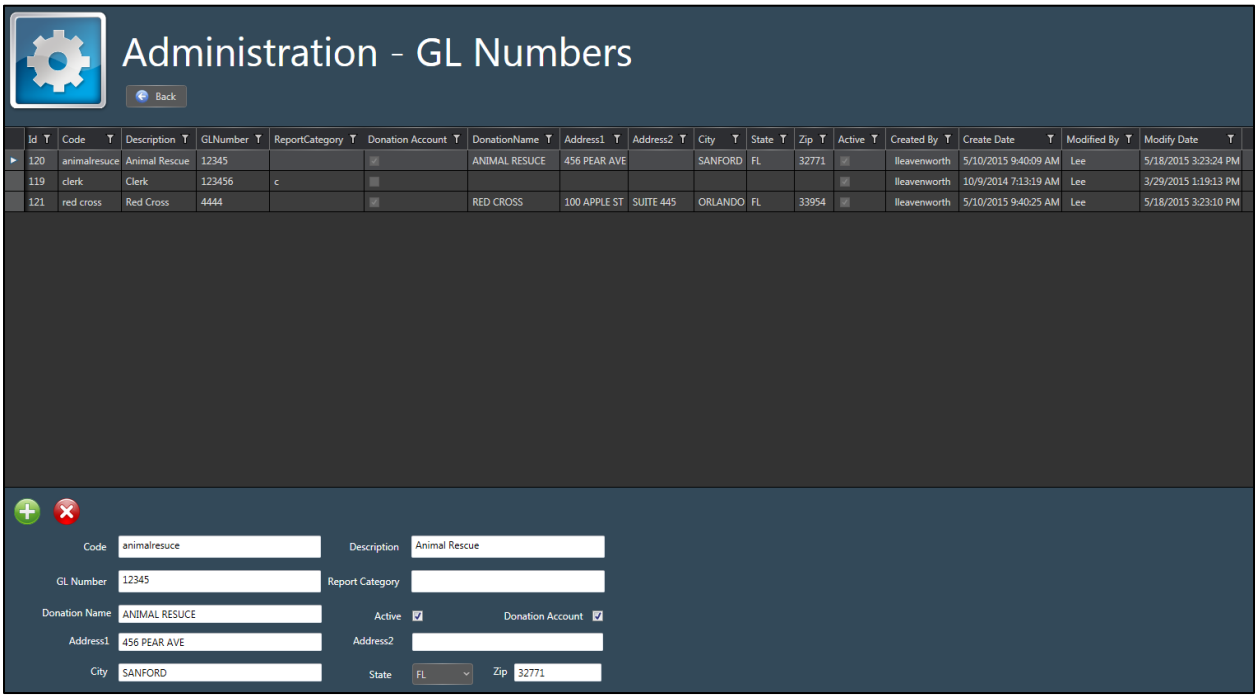
Id	Code	Description	GL Account	ProgramControl
143	Florida Rate	Florida Rate	Clerk	
149	Ottawa Ohio Rate	Ottawa Ohio RateCopy	Clerk	
144	Wayne Ohio Rate	Wayne Ohio Rate	Clerk	

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GL Numbers

- Select the GL Numbers icon





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Add a GL Number

1. Select the **Green Plus** icon



2. A blank row will be added to the table

Id	Code	Description	GLNumber	ReportCategory	Donation Account
120	animalresuce	Animal Rescue	12345		☑
119	clerk	Clerk	123456	c	☐
121	red cross	Red Cross	4444		☑
122	new				☐

3. Fill in fields

Field	**Description**
Code	This field is a text field. Users can enter in a code for a GL Number.
Description	This field is a text field which allows the full name, or a small description to be added for the GL Number.
GL Number	This field is a text field which the GL number is entered in.
Report Category	This field is a text field which allows a Report Category to be attached to a GL Number.
Donation Name	This field is a text field which allows a name of the Donation Account to be added.
Address 1	This field is a text field which is used to add an address.
Address 2	This field is a text field which is used to add a second line of an address if needed.
City	This field is a text field which is used to add a city to an address.
State	This field is a text field which is used to add a State to an address.
Zip	This field is a text field which is used to add a zip code to an addres.
Active	This field is a check box. When checked it will mark the GL Number as Active.
Donation Account	This field is a check box. When checked it will indicate whether a GL Number has a Donation Account.

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4. Click onto another row to save the changes

Id	Code	Description	GLNumber	ReportCategory	Donation Account
120	animalresuce	Animal Rescue	12345		☑
119	clerk	Clerk	123456	c	☐
121	red cross	Red Cross	4444		☑
123	testnumber	Test Number	654321		☑

Delete a GL Number

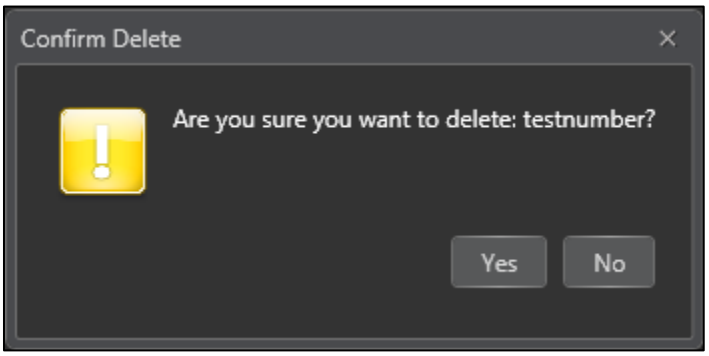
1. Select a GL Number

Id	Code	Description	GLNumber	ReportCategory
120	animalresuce	Animal Rescue	12345	
119	clerk	Clerk	123456	c
121	red cross	Red Cross	4444	
123	testnumber	Test Number	654321	

2. Click the **Red X** icon



3. A confirmation message will appear



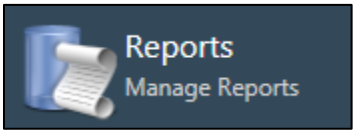
4. Select **Yes** to continue
5. The GL Number will be deleted

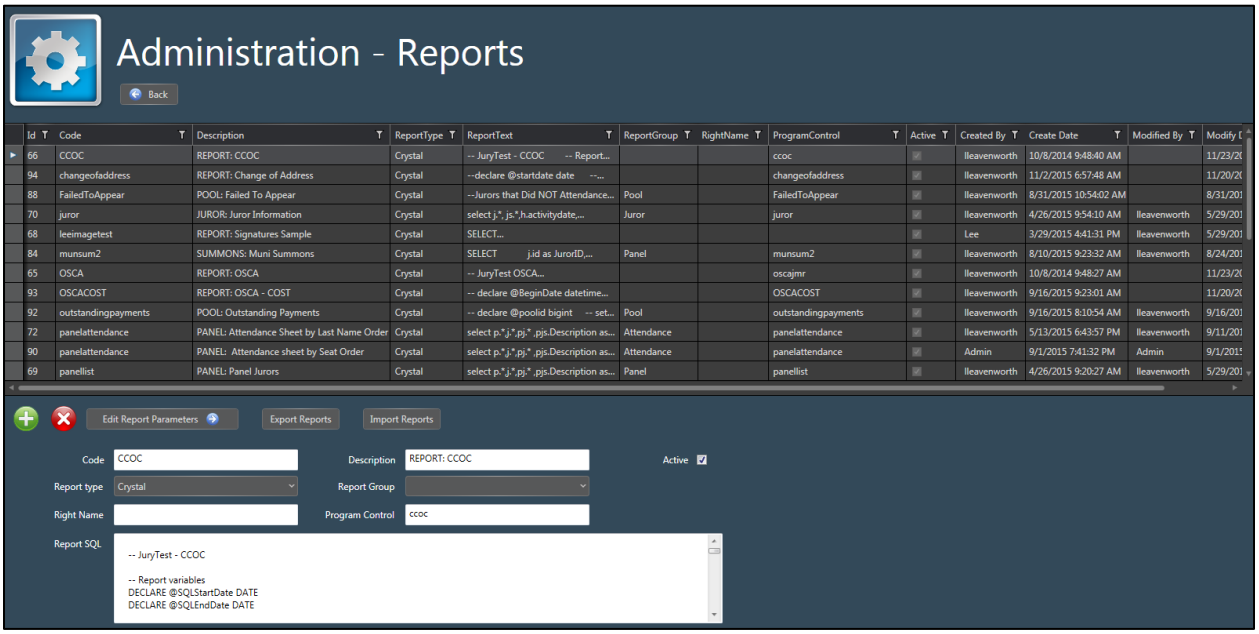
Id	Code	Description	GLNumber	ReportCategory
120	animalresuce	Animal Rescue	12345	
119	clerk	Clerk	123456	c
121	red cross	Red Cross	4444	

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Reports

- Select the Reports icon



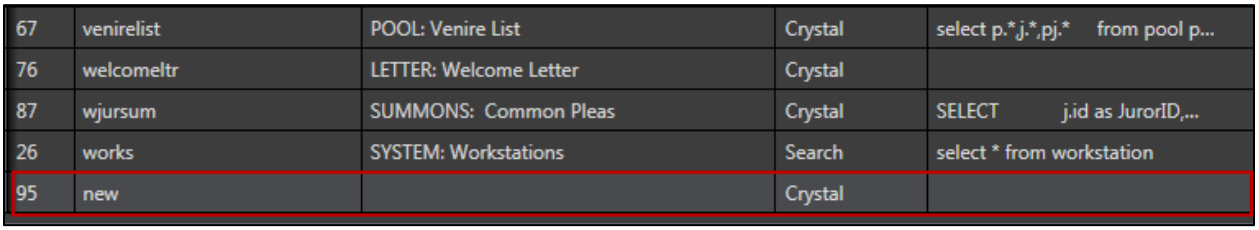


Add a Report

1. Select the **Green Plus** icon



2. A blank row will be added to the bottom of the table

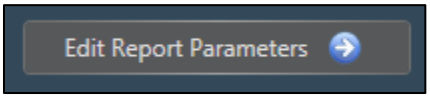


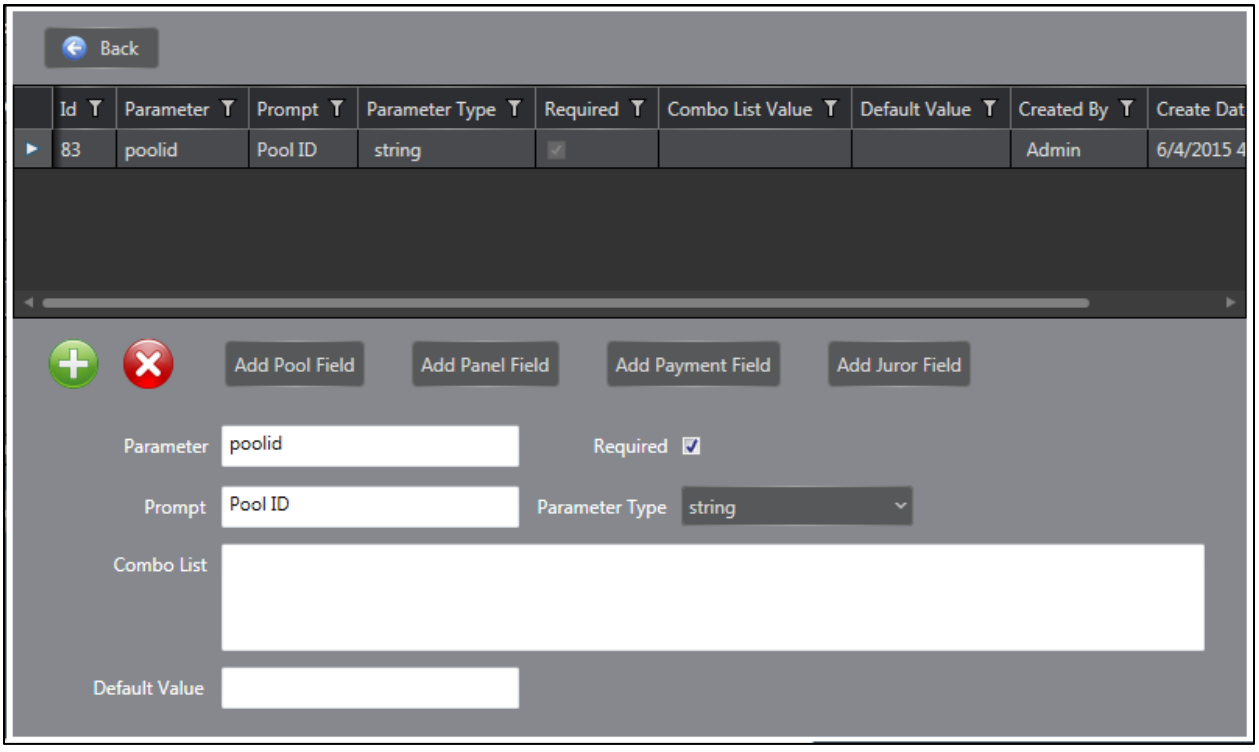
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3. Fill in fields

Field	Description
Code	This field is a text field. Users can enter in a code for a report.
Description	This field is a text field which allows users to add a description or a full name for the report.
Report Type	This field is a dropdown which sets the report type.
Report Group	This field is a dropdown which sets the report group.
Right Name	This field is a text field which sets a right for the report.
Program Control	This field is a text field which sets the Program Control.
Report SQL	This field is a text field which holds the SQL for the report.
Active	This field is a check box. When checked it will mark the report as Active.

4. Click the **Edit Report Parameters** button





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Adding a Report Parameter

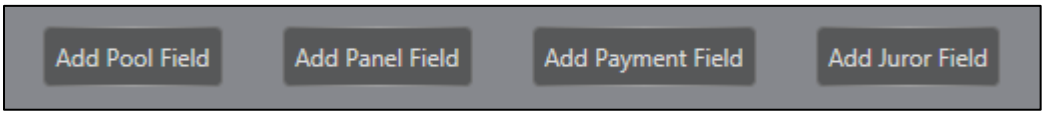
1. There are two ways to add a new row to the table:
    a. To manually add a row, select the **Green Plus** icon

        i. A blank row will be added to the table

Id	Parameter	Prompt	Parameter Type
83	poolid	Pool ID	string
167			string

    b. To add Specified fields, select one of the following buttons pictured

        i. A row with several fields populated will be added depending on which option is selected

Id	Parameter	Prompt	Parameter Type	Required
83	poolid	Pool ID	string	☑
167			string	☐
169	jurorid	Juror ID	string	☑

2. Fill in the fields

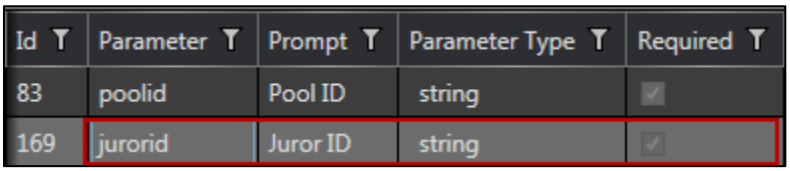
Field	Description
Parameter	This field is a text field which sets the type of parameter. This can be automatically populated if one of the Specified field buttons is selected.
Prompt	This field is a text field which controls the prompt for the parameter. This is how the parameter will be shown.
Parameter Type	This field is a drop down which sets the parameter type.
Required	This field is a check box which indicates whether a parameter is required.
Combo List	This field is a text field which allows a combo list to be added for the parameter.
Default Value	This field is a text field which allows a default value to be set for the parameter.

3. Click onto another row to save the changes

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Delete a Report Parameter

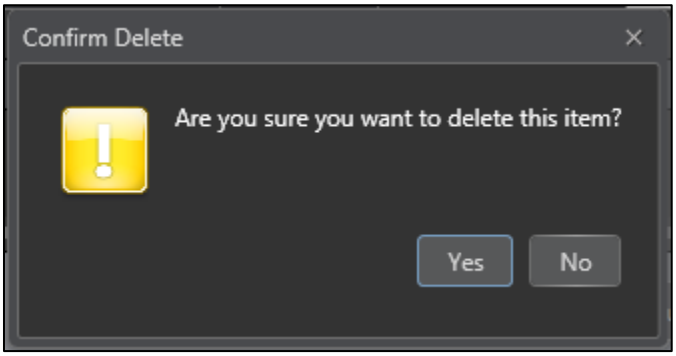
1. Select a Parameter



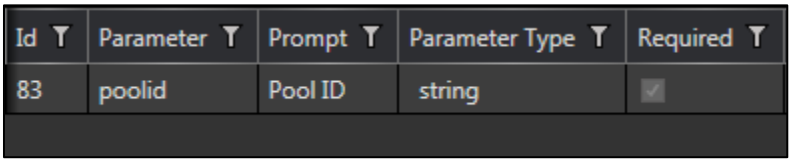
2. Select the **Red X** icon



3. A confirmation message will appear



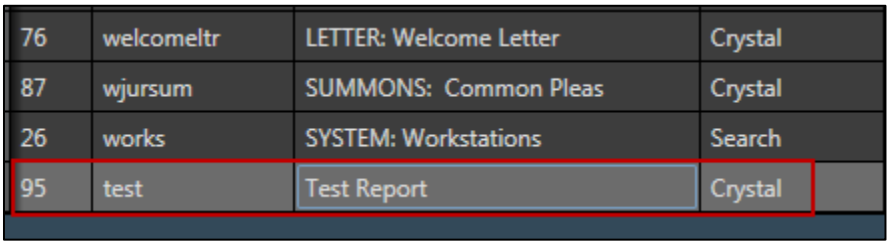
4. Select **Yes** to continue
5. The Parameter will be deleted



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Delete a Report

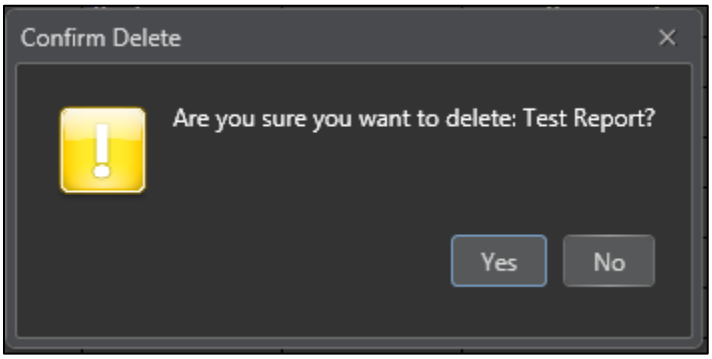
1. Select a Report



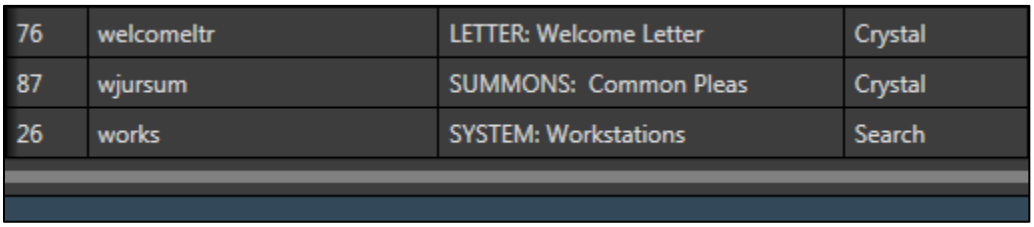
2. Click the **Red X**



3. A confirmation message will appear



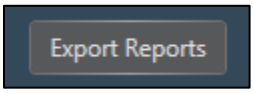
4. Select **Yes** to continue
5. The Report will be deleted



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Export Reports

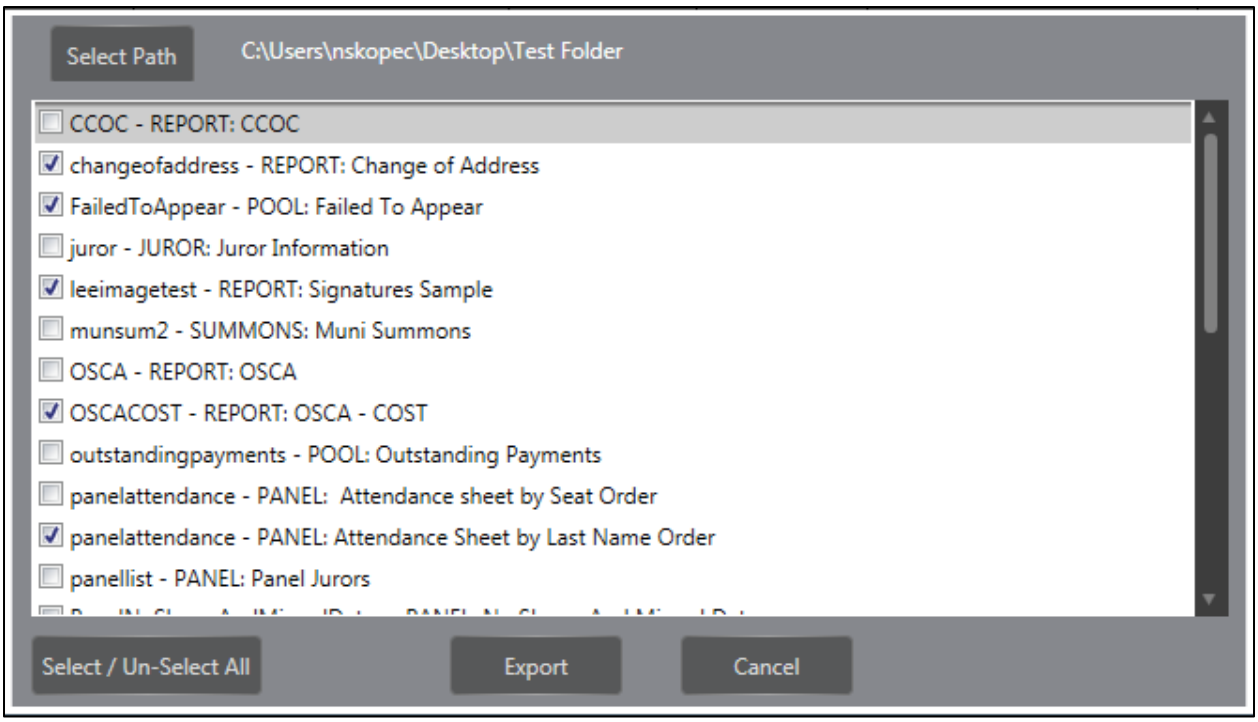
1. Select the **Export Reports** button



2. The Export window will appear, click the **Select Path** button

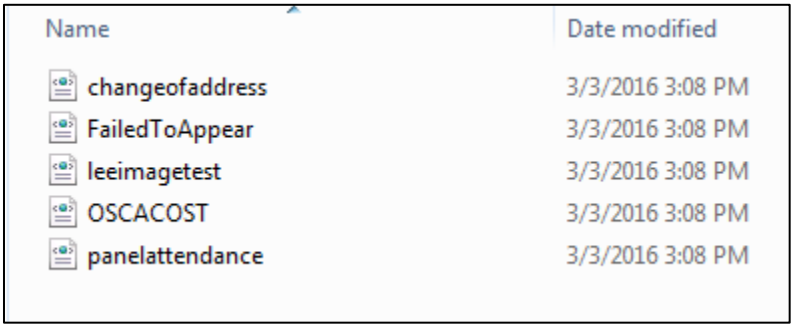


3. Select where to save the reports
4. Click **OK**
5. Select the reports to be exported



   a. To select/un-select all reports, click the **Select/Un-Select All** button

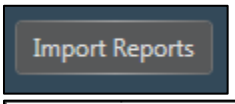
6. Click **Export**
7. Reports will be exported

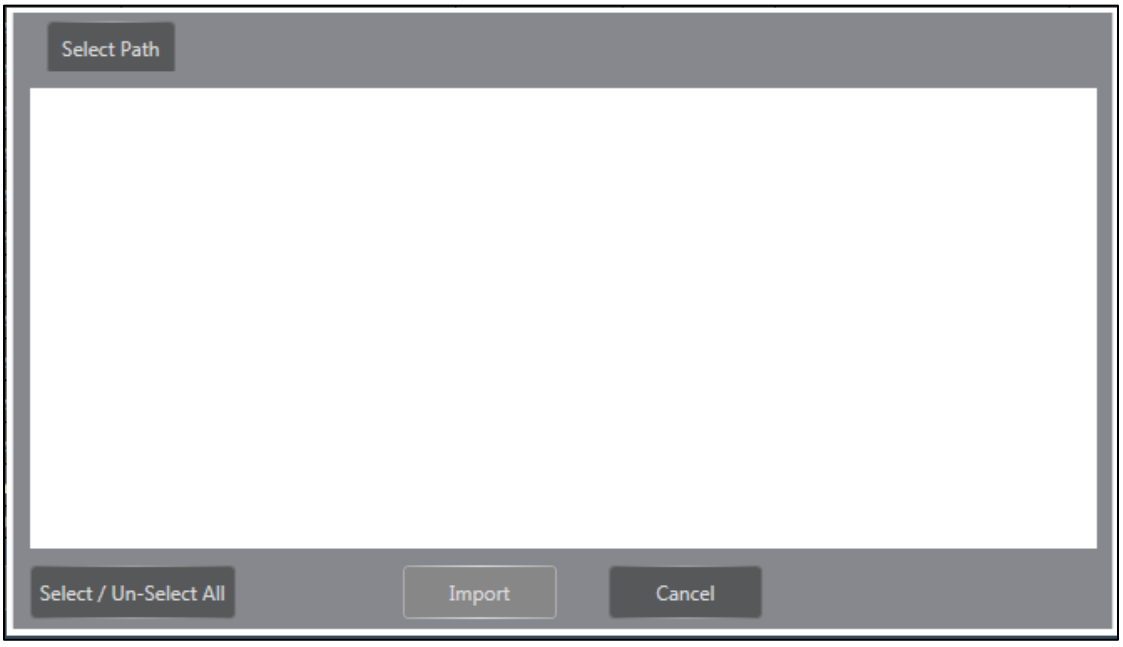


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Import Reports

1. Click the **Import Reports** button





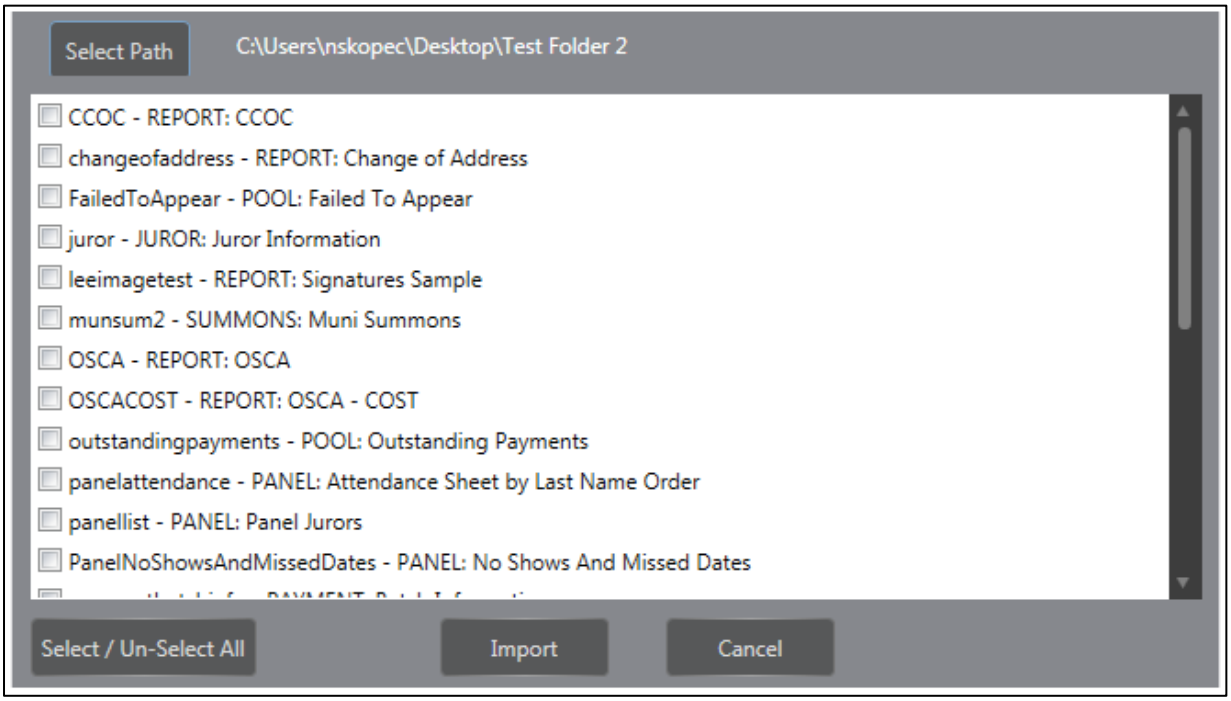
2. Click the **Select Path** button



3. Select where to pull reports from

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4. Click **OK**

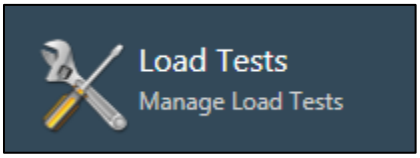


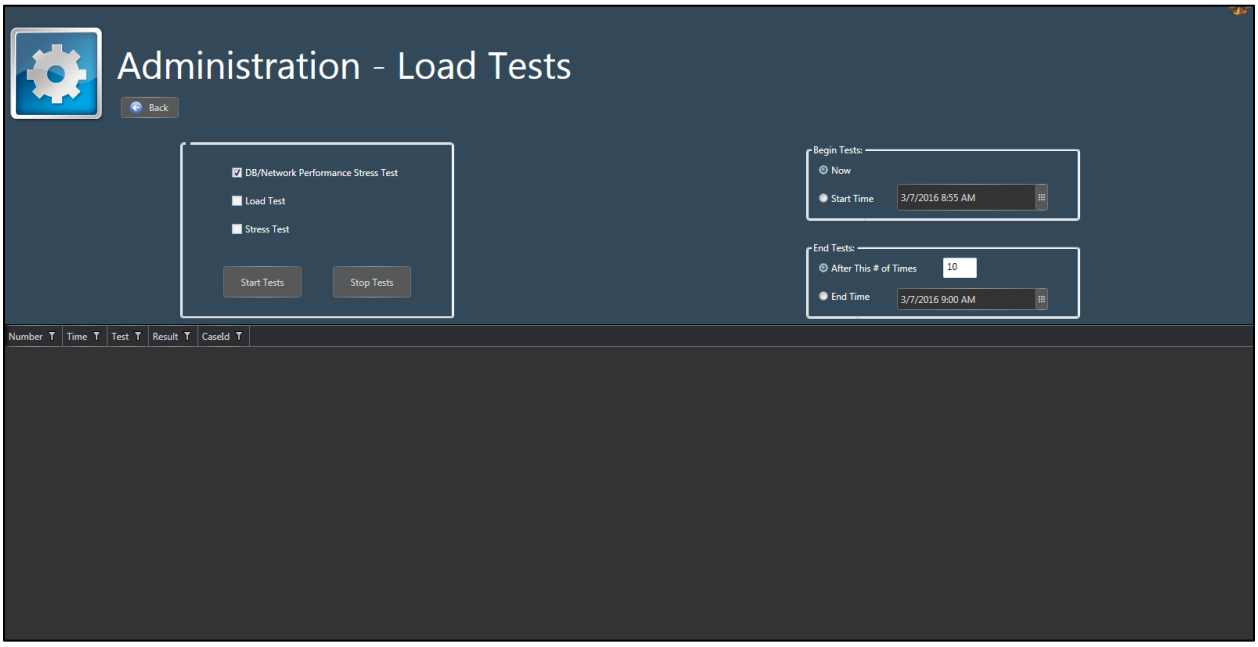
5. Select which reports to import
    a. To select/un-select all reports, click the **Select/Un-Select All** button
6. Click **Import**
7. Reports will be imported

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Load Tests

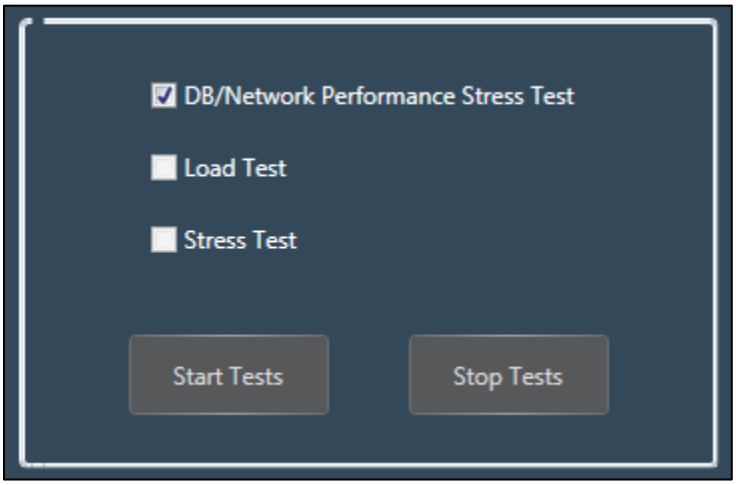
- Select the Load Tests icon





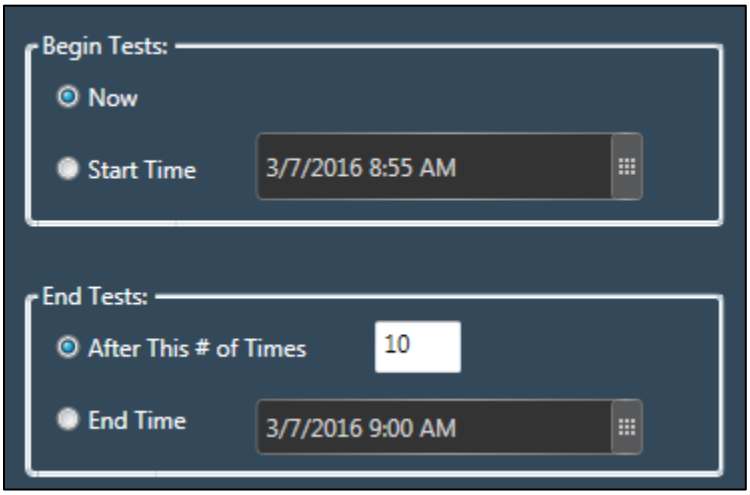
Run Tests

1. Select a Test

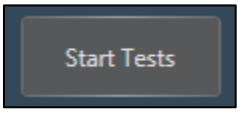


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2. Set Beginning and End dates and times for the tests to be ran



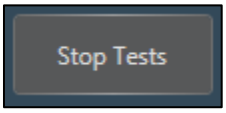
   a. Users can also set the tests to end after a certain number of times being ran
      i. Select this option, and enter in a number
3. Click **Start Tests**



4. The selected tests will be started

Number	Time	Test	Result	CaseId
10	03/07/2016 10:17:15.374 AM	Performance Test	Download Lookup Tables and Reports Time: 600.06 Miliseconds (0 Seconds)	0
9	03/07/2016 10:17:14.687 AM	Performance Test	Download Lookup Tables and Reports Time: 619.0619 Miliseconds (0 Seconds)	0
8	03/07/2016 10:17:14.023 AM	Performance Test	Download Lookup Tables and Reports Time: 661.0661 Miliseconds (0 Seconds)	0
7	03/07/2016 10:17:13.309 AM	Performance Test	Download Lookup Tables and Reports Time: 654.0654 Miliseconds (0 Seconds)	0
6	03/07/2016 10:17:12.622 AM	Performance Test	Download Lookup Tables and Reports Time: 643.0643 Miliseconds (0 Seconds)	0
5	03/07/2016 10:17:11.930 AM	Performance Test	Download Lookup Tables and Reports Time: 785.0785 Miliseconds (0 Seconds)	0
4	03/07/2016 10:17:11.074 AM	Performance Test	Download Lookup Tables and Reports Time: 643.0643 Miliseconds (0 Seconds)	0
3	03/07/2016 10:17:10.323 AM	Performance Test	Download Lookup Tables and Reports Time: 643.0643 Miliseconds (0 Seconds)	0
2	03/07/2016 10:17:09.512 AM	Performance Test	Download Lookup Tables and Reports Time: 1081.1081 Miliseconds (1 Seconds)	0
1	03/07/2016 10:17:08.312 AM	Tests Started		0

5. If the tests need to be stopped before the End Time, click **Stop Tests**

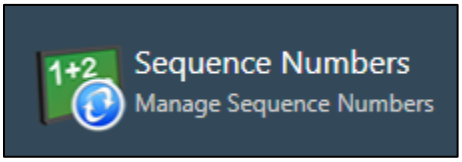


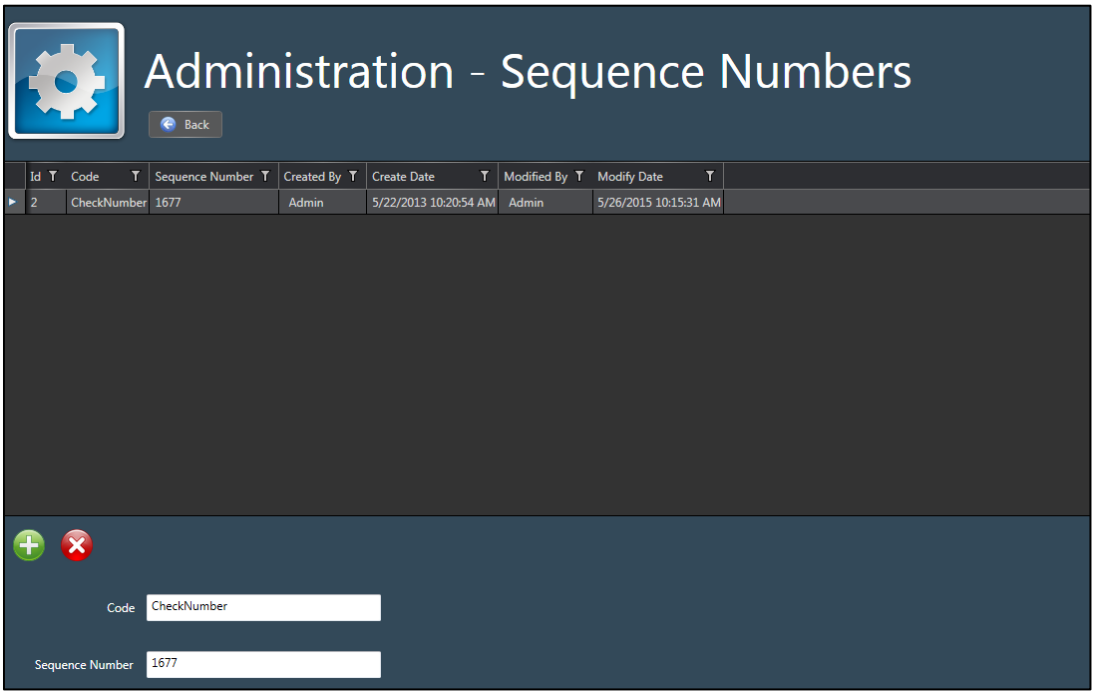
Number	Time	Test	Result	CaseId
18	03/07/2016 10:21:02.945 AM	Tests Stopped	Tests Stopped By User	0
17	03/07/2016 10:21:02.926 AM	Performance Test	Download Lookup Tables and Reports Time: 572.0572 Miliseconds (0 Seconds)	0
16	03/07/2016 10:21:02.335 AM	Performance Test	Download Lookup Tables and Reports Time: 562.0562 Miliseconds (0 Seconds)	0
15	03/07/2016 10:21:01.732 AM	Performance Test	Download Lookup Tables and Reports Time: 584.0584 Miliseconds (0 Seconds)	0
14	03/07/2016 10:21:01.121 AM	Performance Test	Download Lookup Tables and Reports Time: 689.0689 Miliseconds (0 Seconds)	0
13	03/07/2016 10:21:00.430 AM	Tests Started		0

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Sequence Numbers

- Select the Sequence Numbers icon



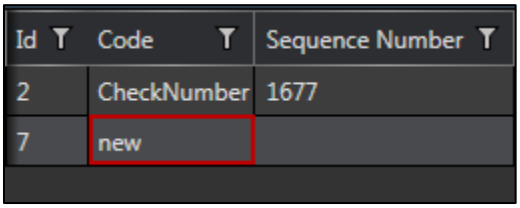


Add a Sequence Number

1. Select the **Green Plus** icon



2. A blank row will be added to the table



3. Fill in fields

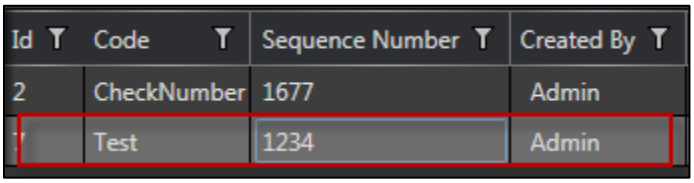
Field	Description
Code	This is a text field which sets a name for the sequence number.
Sequence Number	This field is a text field which sets the sequence number.

4. Click onto another row to save the changes

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Delete a Sequence Number

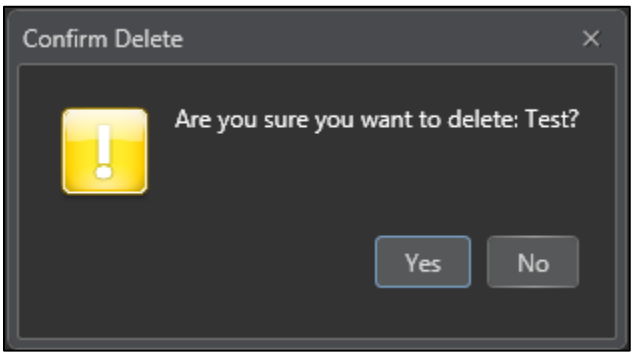
1. Select a **Sequence Number**



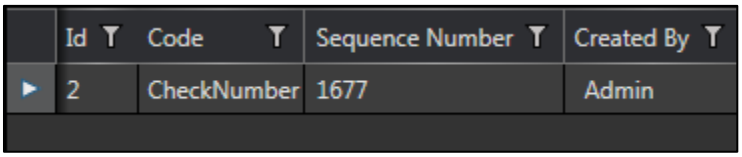
2. Click the **Red X** icon



3. A confirmation message will appear



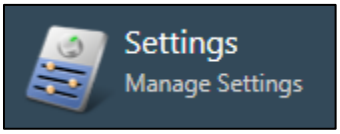
4. Click **Yes** to continue
5. The Sequence Number will be deleted

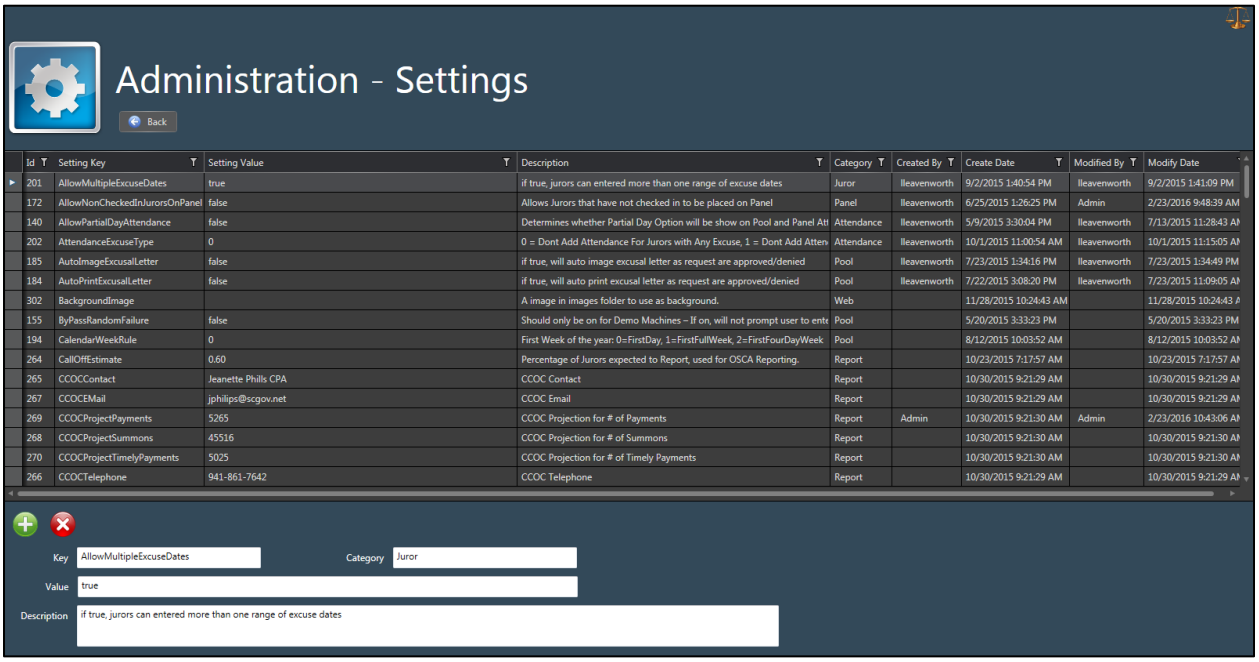


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Settings

- Select the **Settings** icon





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Add a New Setting

1. Select the **Green Plus** icon



2. A blank row will be added to the table

453	WebRequestExcusalButton	Visible=true,Image=fa fa-list fa-fw fa-lg,Text=Re
454	WebViewReportingButton	Visible=true,Image=fa fa-search fa-fw fa-lg,Text-
455	WebJurySelectionProcessButton	Visible=true,Image=fa fa-info-circle fa-fw fa-lg,T
456	WebDownloadJurorQuestionaireButton	Visible=true,Image=fa fa-download fa-fw fa-lg,T
457	new	

3. Fill in the fields

Field	**Description**
Key	This field is used to hold the setting name.
Value	This field is used to hold the setting value.
Description	This field is used to describe what the setting does, and its possible values when applicable.
Category	This field is used to sort the setting by which category they belong.

4. Click onto another row to save the changes

453	WebRequestExcusalButton	Visible=true,Image=fa fa-lis
454	WebViewReportingButton	Visible=true,Image=fa fa-se
455	WebJurySelectionProcessButton	Visible=true,Image=fa fa-in
456	WebDownloadJurorQuestionaireButton	Visible=true,Image=fa fa-dc
457	TestSetting	Test

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Settings

Setting	Value	Category	Description
StoreDocumentImagesInBlob	true	Imaging	This field controls whether document images will be stored in the database. When set to true document images will be saved to the database, and when set to false document images will be stored to where the DocumentImagesShare and DocumentImagesPath are pointed.
DocumentImagesShare	\\ptg-sql2\ptg\	Imaging	This field points to where the images will be saved on the shared drive.
DocumentImagesPath	CourtImages\Jury\ Documents\Test\	Imaging	This field points to the path inside of the shared drive where images will be saved.
ReportsShare	\\ptg-sql2\ptg\	Reports	This field points to where reports will be saved on the shared drive.
ReportsPath	Reports\Jury\Test\	Reports	This field points to the path where reports will be saved inside the shared drive.
CountyName	Pioneer	Reports	This field is used to add the County name to Reports.
CountyTitle	Clerk of the Circuit Court	Reports	This field is used to add the county's title to reports.
CountyClerk		Reports	This field is used to add the county clerk's name to reports.
CountyAddress1	123 Test Dr.	Reports	This field is used to add the clerk's office address to reports.
CountyAddress2		Reports	This field is a second address field used to add a suite number, office number, etc.
CountyCity		Reports	This field is used to add the city the clerk's office is located in to the reports.
CountyState	FL	Reports	This field is used to add the state of the county to reports.
CountyZip	12345	Reports	This field is used to add the office zip code to reports.

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CountyPhone		Reports	This field is used to add the office phone number to reports.
CountyEmail		Reports	This field is used to add the clerk's office email address to reports.
CountyNumber	1	Export	This field allows the county number to be included in Exports. The value for this will be the county's number.
CountyWebsiteLink		Web	This field allows Landmark Web to have a link to the county's website.
DocumentImagesFileStructure		Imaging	
Locations		General	This field controls the location listings for users. Once added to this list, users can select their office location from the preference screen.
WebMainPageHeader		Web	
WebMainPageFooter		Web	
WebDetailPageHeader		Web	
WebDetailPageFooter		Web	
LoggingType	All	Logging	This field controls what's logged into the table in the Preferences workspace. The possible values are: ALL, IMPORTANT, ERROR, and NONE.
CountyFax		Reports	This field is used to add the clerk's office fax number to reports.
OCRBlackList		OCR	This field allows punctuation to be stripped from the OCR selection. The punctuation to be removed should be populated in Setting Value. In this example commas will be removed from the OCR Selection.
JuryWIndowsServiceActive	false	Service	
CountyLogo		Reports	This field is used to add a county's logo to reports.
EnableMasterAndServiceActive	false	Pool	This field is used to enable the ability to use the Master/Service Pools.

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DefaultPartialDayPanel	false	Attendance	This field is used to set the Default Partial Day value for Panel Attendance Days.
DefaultPartialDayPool	false	Attendance	This field is used to set the Default Partial Day value for Pool Attendance.
AllowPartialDayAttendance	false	Attendance	This field is used to determine whether the Partial Day Option will be shown on the Panel and Pool Attendance Screens.
ShowEmployerPaid	true	Attendance	This field is used to determine whether the option for the Employer to pay the Juror will appear on the Check In screen.
ShowEmployerPaidDays	true	Attendance	This field is used to determine whether the option for the Days the Employer will pay will be shown on the Check In screen.
ShowDonatePay	true	Attendance	This field is used to determine whether the option for the Juror to Donate their pay will be available.
ShowDonatePayTo	true	Attendance	This field is used to determine whether the option for where the Juror will Donate their pay to.
DefaultEmployerPaidDays	3	Attendance	This field is used to set a default number for Employer Paid Days.
ShowVoucher	true	Checks	This field is used to determine whether voucher numbers are assigned to checks.
ShowVoucherLastUsedNumber	true	Checks	This field is used to determine whether the last used voucher number will be shown to users when creating checks.
SystemGeneratesCheckNumber	false	Checks	This field is used to determine whether the system is allowed to generate its own check numbers. It uses Admin > SequenceNumbers : CheckNumber sequence.

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ShowMiles	false	Attendance	This field is used to determine whether the option of showing how many miles the juror traveled appears on the Panel Attendance screen.
ShowParking	false	Attendance	This field is used to determine whether the option of showing how much the juror paid for parking appears on the Panel Attendance screen.
ShowMeals	false	Attendance	This field is used to determine whether the option of showing how much the juror paid for meals on the Panel Attendance screen.
ShowLodging	false	Attendance	This field is used to determine whether the option of showing how much the juror paid for lodging appears on the Panel Attendance screen.
ShowMiscFee	false	Attendance	This field is used to determine whether the option of showing how much the juror paid for miscellaneous fees appears on the Panel Attendance screen.
ShowExtraPaymentFieldsForPools	false	Attendance	This field is used to determine whether the Panel Attendance Payment options selected will show on the Pool Check In screen.
ByPassRandomFailure	false	Pool	This field should only be used for Demo Machines. If true, it will not prompt users to enter random seeds if the system cannot connect to web services.
ShowJurisdiction	false	Pool	This field is used to determine whether the Jurisdiction filter option will be shown on the Pool screen.
MatchPoint_MatchScore	12	JurorMatch	This field is used to set the minimum number of points needed to be considered a Match.

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MatchPoint_MatchingLogic	2	JurrorMatch	This field is used to set the logic method which is used to resolve multiple matches. The Possible Values are: 0 = Assumes the user cannot know which is correct, so add a new. 1 = Looks for the one with the highest point value, if there is only one then use that one, or else take that last juror modified with that score. 2 = Looks for the one with the highest point value, if there is only one, then use that one, or else take the last juror added with that score. 3 = Looks for the one with the highest point value, if there is only one, then use that one, or else add new.
MatchPoint_LastFirstMiddle	0	JurorMatch	This field is used to set the Juror Matching Logic Point of View.
MatchPoint_LastFirstSuffix	0	JurorMatch	This field is used to set the Juror Matching Logic Point of View.
MatchPoint_LastFirst	0	JurorMatch	This field is used to set the Juror Matching Logic Point of View.
MatchPoint_Last	0	JurorMatch	This field is used to set the Juror Matching Logic Point of View.
MatchPoint_SSN	0	JurorMatch	This field is used to set the Juror Matching Logic Point of View.
MatchPoint_VoterCrossRefNum	0	JurorMatch	This field is used to set the Juror Matching Logic Point of View.
MatchPoint_DLNumber	12	JurorMatch	This field is used to set the Juror Matching Logic Point of View.
MatchPoint_Race	0	JurorMatch	This field is used to set the Juror Matching Logic Point of View.

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MatchPoint_Gender	0	JurorMatch	This field is used to set the Juror Matching Logic Point of View.
MatchPoint_DOB	0	JurorMatch	This field is used to set the Juror Matching Logic Point of View.
DefaultPanelSeatedJurorsOnly	2	Attendance	This field is used to set the Panel Attendance Date for adding seated jurors only. The Possible Values are: 0 = Always Default Off 1 = Always Default On 2 = Off First Time Only, and then Always On
DefaultPoolTypeID	4	Pool	This field is used to set the default Pool Type ID.
AllowNonCheckedInJurorsOnPanel	false	Panel	This field is used to allow jurors that have not checked in to be placed on the Panel.
DefaultPanelJurorStatusID		Panel	This field is used to set a default ID on a Panel Status when adding jurors to a panel.
OnlyPullQualifiedJurorsForServicePool	false	Panel	This field, when set to true will only draw jurors for the service pool if they have a status of returned and qualified.
DefaultJurorStatusID		Juror	This field is used to set the default Juror Status ID when adding/importing jurors.
PoolAttendanceMonthsCheck	12	Pool	This field will only pull a juror for service if they have not checked in on a pool for the selected number of months. 0= Do not check.
PanelAttendanceMonthsCheck	12	Pool	This field will only pull a juror for service if they have no panel attendance within the selected number of months. 0= Do not check.
PanelSeatedAttendanceMonthsCheck	0	Pool	This field is used to pull jurors for service if they have no “Seated” panel attendance within the selected number of months. 0 = Do not check.

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JurorExistsOnPoolCheck	true	Pool	This field is used to pull jurors for service if they are not on any current or future pool.
MaxPostPonedToSelect	100	Pool	This field sets the maximum number of postponed jurors to pull for one pool. 0 = No Maximum.
ShowPoolPanelDescriptionsInGrid	3	Pool	This field is used to determine whether the Pool/Panel Descriptions will be shown. The Possible Values are: 0 = Do Not Show 1 = Show Pool Descending 2 = Show Panel Descending 3 = Show Both
AutoPrintExcusalLetter	false	Pool	This field is used to automatically print an excusal letter when requests are approved/denied. When set to true, letters will automatically be printed.
AutoImageExcusalLetter	false	Pool	This field is used to automatically image an excusal letter when a request is approved/denied. When set to true, letters will automatically be imaged.
PanelOptionShowRelease	true	Panel	This field is used to determine whether the Release option will show on the Panel screen.
PanelOptionShowRecycle	true	Panel	This field is used to determine whether the Recycle option will show on the Panel screen.
PanelOptionShowSetStatus	true	Panel	This field is used to determine whether the Set Status option will be shown on the Panel screen.
PanelOptionShowMoveToOtherPanel	true	Panel	This field is used to determine whether the Move to Other Panel option will be shown on the Panel screen.

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PanelOptionShowRemoveFromPanel	true	Panel	This field is used to determine whether the Remove from Panel button will be shown on the Panel screen.
ShowImageExcusalLetterOption	True	Pool	This field is used to determine whether the Show Image Excusal Letter option will be shown on the Pool screen.
DefaultCheckInAttendanceDate	2	Pool	This field is used to set a default for the Check In Attendance Date on the Pool screen. The Possible Values are: 0 = Do not default, 1 = Open last date, 2 = Open last date and prompt to create if no date exists
IncludeTimeOnPanelDates	true	Panel	This field is used to determine whether the Panel Start and End Dates will include a time as well. When set to true, Panel Start and End Dates can input time as well as the date.
CalendarWeekRule	0	Pool	This field is used to set the Calendar Week Rule. The Possible Values for the First Week of the Year are: 0 = First Day 1 = First Full Week 2 = First Four Day Week
DayOfWeek	0	Pool	This field is used to set the first day of the week. The Possible Values are: 0 = Sunday 1 = Monday 2 = Tuesday 3 = Wednesday 4 = Thursday 5 = Friday 6 = Saturday

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DefaultPoolReschedulesOn	false	Pool	This field is used to determine whether Pools will pull jurors from those marked as “reschedules”.
AllowMultipleExcuseDates	true	Juror	This field is used to allow jurors to enter more than one range of excuse dates.
AttendanceExcuseType	0	Attendance	This field is used to determine whether Attendance is added for Jurors with excuses.
WebReportingCheckNextDayTime	6:00 PM	Web	This field is used to set a time of the day to check for the Next Day’s Reporting Status. Enter in a value of time.
JuryReportingPhoneNumber	407-321-7434	Web	This field is used to set a phone number for Jurors to call.
RecaptchaRequired	true	Web	This field is used to determine whether users need to reenter the Captcha on the web.
RecaptchaSecretKey	6Lf9Gg8TAAAAANGeoOJ1KV1lMoyBeoODvjmQBtDd	Web	This field is used to set a Secret Key for the captcha.
RecaptchaSiteKey	6LfiS_8SAAAAABvF6ixcyP5MtsevE5RZ9dTorUWr	Web	This field is used to set a Site Key for the captcha.
CallOffEstimate	0.60	Report	This field is used to set a percentage of Jurors expected to Report, this is used for OSCA Reporting.
CCOCContact		Report	This field is used to set a CCOC Contact.
CCOCTelephone		Report	This field is used to set a phone number for the CCOC Contact.
CCOCEmail		Report	This field is used to set an email for the CCOC Contact.
CCOCProjectSummons		Report	This field is used to set a Projection for the number of Summons.
CCOCProjectPayments		Report	This field is used to set a Projection for the number of Payments.

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CCOCProjectTimelyPayments		Report	This field is used to set a Projection for the number of Timely Payments.
JurorMapAddressDefaultStart		Web	This field is used to create a default start address for mapping directions to the courthouse.
CountyCircuit		Reports	This field is used to set the County Circuit number.
JurorQuestionnaire	JurorQuestionnaireSample.rpt	Web	This field is used to add a file for the Juror Questionnaire. PDF or RPT files can be used.
JurorSelectionProcess	JurorSelectionProcessSample.pdf	Web	This field is used to add a file that explains the Juror Selection Process. PDF or RPT files can be used.
BackgroundImage		Web	This field is used to add a Background Image to the web.
DaysBeforePoolDateExcuseRequestAllowed	7	Web	This field is used to set the number of days before the Pool Date that Excuse Requests will be accepted.
EnableCheckInKiosk	true	Kiosk	This field is used to enable the Check In Kiosk.
CheckinMessage	CHECK IN SUCESSFUL. Please take a seat and wait for further instructions.	Kiosk	This field is used to set a message for jurors who check in successfully.
CheckinNotMeMessage	Please go to the front counter and ask for assistance.	Kiosk	This field is used to set a message for jurors who have not checked in as themselves, and need assistance.
ShowKioskOptionEmployerPays	2	Kiosk	This field is used to determine whether the option to show Employer Pays and Number of Days appears on the Check In Kiosk. The Possible Values are: 0 = Do not show, 1 = Show Employer Pays 2 = Show Employer Pays and How many days.

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ShowKioskOptionDonatePay	2	Kiosk	This field is used to determine whether the option to show Donate Pay appears on the Check In Kiosk. The Possible Values are: 0 = Do not show, 1 = Show Donate Pay, 2 = Show Donate Pay and Donation List.
WebJurorValidation	2	Web	This field is used to determine the Juror Login Validation for the web. The Possible values are: 0 = No Validation, 1 = Driver's License Number, 2 = Juror Name.
ReportingRequiredMessage	Please Report to Jury Duty.	Web	This field is used to determine the Reporting Required Message.
ReportingCheckBackMessage	Not Required to Report Today, Check Again Tomorrow.	Web	This field is used to determine the Reporting Check Back Message.
ReportingCancelledMessage	Service Cancelled	Web	This field is used to determine the Reporting Cancelled Message.
ShowPanelManualAddJurors	true	Panel	This field is used to determine whether the button to Allow Manually Adding Jurors shows on the Panel screen.
WebCountyLogo		Web	This field is used to set the County Logo.

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RequestExcusalFreeForm	<ul style='text-align:left; width: 800px; font-size:1.2em; list-style-type: none;' class='list-unstyled'> Setting RequestExcusalFreeForm optional text. - This is line 2 of optional text. - This is line 3 of optional text. </ul	Web	This field is a Free Form HTML Text field which allows users to set the Request Excusal Free Form.
HomeReportingLocation	Reporting Location: 123 Pioneer Technology Group Sanford, FL 32907 (123)-123-1234 	Web	This field is a Free Form HTML Text field which allows users to set the Main Page Greeting 1 on the web.

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HomeGeneralInformation	General Information: Jury service is a necessary civic duty, required by law. The goal of the jury staff is to summons qualified jurors made up of a fair cross section of the community, working individuals, retirees, members of different sexes as well as social background service is a necessary civic duty, required by law. The goal of the jury staff is to summons qualified jurors made up of a fair cross section of the community, working individuals, retirees, members of different sexes as well as social backgrounds, to constitute a legal jury for the civil and	Web	This field is a Free Form HTML Text field which allows users to set the Main Page Greeting 2 on thwelle web.

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	criminal courts of Duval County. We can be reached at (904) 255-2087 from 8:00am to 5:00pm, Monday - Friday, and are located in Room 2393 at the Duval County Courthouse, 501 West Adams Street, Jacksonville, Florida 32202. 		
HomeReportingInformation	 Reporting Information: Court cases often settle between the time summonses are mailed and jurors are scheduled to report. Therefore, you must call (904) 255-2087 any time of the weekend before you are to report to be informed by a recorded message whether or not your service will	Web	This field is a Free Form HTML Text field which allows users to set the Main Page Greeting 3 on the web.

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	be required. If you receive no message or the telephone recording is not in operation, please report for jury duty as directed by your printed summons. 		
HomeParkingInformation	 Reporting Information: Court cases often settle between the time summonses are mailed and jurors are scheduled to report. Therefore, you must call (904) 255-2087 any time of the weekend before you are to report to be informed by a recorded message whether or not your service will be required. If you receive no message or the telephone recording is not in operation,	Web	This field is a Free Form HTML Text field which allows users to set the Main Page Greeting 4 on the web.

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	please report for jury duty as directed by your printed summons. 		
JurorMapAddress		Web	This field is used to create a list of addresses where jurors are expected to report. To list multiple addresses use a comma delimited list.
Felon_MatchPoint_MatchScore	12	JurorMatch	This field is used to set a number of points needed to be considered a match for a Felon.
Felon_MatchPoint_MatchingLogic	2	JurorMatch	This field is used to set the Matching Logic for matching Felons. The Possible Values are: 0 = Assume you cannot know which is correct so just add new, 1 = Look for the one with the highest point value, if there is only one, then use that one, else take the last juror modified with that score, 2 = Look for the one with the highest point value, if there is only one, then use that one, else take the last juror added with that score, 3 = Look for the one with the highest point value, if there is only one, then use that one, else add new.
Felon_MatchPoint_LastFirstMiddle	0	JurorMatch	This field is used to set the Felon Juror Matching Logic Point Value.
Felon_MatchPoint_LastFirstSuffix	0	JurorMatch	This field is used to set the Felon Juror Matching Logic Point Value.
Felon_MatchPoint_LastFirst	0	JurorMatch	This field is used to set the Felon Juror Matching Logic Point Value.

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Felon_MatchPoint_Last	0	JurorMatch	This field is used to set the Felon Juror Matching Logic Point Value.
Felon_MatchPoint_SSN	0	JurorMatch	This field is used to set the Felon Juror Matching Logic Point Value.
Felon_MatchPoint_VoterCrossRefNum	0	JurorMatch	This field is used to set the Felon Juror Matching Logic Point Value.
Felon_MatchPoint_DLNumber	12	JurorMatch	This field is used to set the Felon Juror Matching Logic Point Value.
Felon_MatchPoint_Race	0	JurorMatch	This field is used to set the Felon Juror Matching Logic Point Value.
Felon_MatchPoint_Gender	0	JurorMatch	This field is used to set the Felon Juror Matching Logic Point Value.
Felon_MatchPoint_DOB	0	JurorMatch	This field is used to set the Felon Juror Matching Logic Point Value.
Deceased_MatchPoint_MatchScore	12	JurorMatch	This field is used to set a number of points needed to be considered a match for Deceased.
Deceased_MatchPoint_MatchingLogic	2	JurorMatch	This field is used to set the Matching Logic for matching Deceased. The Possible Values are: 0 = Assume you cannot know which is correct so just add new, 1 = Look for the one with the highest point value, if there is only one, then use that one, else take the last juror modified with that score, 2 = Look for the one with the highest point value, if there is only one, then use that one, else take the last juror added with that score, 3 = Look for the one with the highest point value, if there is only one, then use that one, else add new.

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Deceased_MatchPoint_LastFirstMiddle	0	JurorMatch	This field is used to set the Deceased Juror Matching Logic Point Value.
Deceased_MatchPoint_LastFirstSuffix	0	JurorMatch	This field is used to set the Deceased Juror Matching Logic Point Value.
Deceased_MatchPoint_LastFirst	10	JurorMatch	This field is used to set the Deceased Juror Matching Logic Point Value.
Deceased_MatchPoint_Last	0	JurorMatch	This field is used to set the Deceased Juror Matching Logic Point Value.
Deceased_MatchPoint_SSN	0	JurorMatch	This field is used to set the Deceased Juror Matching Logic Point Value.
Deceased_MatchPoint_VoterCrossRefNum	0	JurorMatch	This field is used to set the Deceased Juror Matching Logic Point Value.
Deceased_MatchPoint_DLNumber	0	JurorMatch	This field is used to set the Deceased Juror Matching Logic Point Value.
Deceased_MatchPoint_Race	0	JurorMatch	This field is used to set the Deceased Juror Matching Logic Point Value.
Deceased_MatchPoint_Gender	0	JurorMatch	This field is used to set the Deceased Juror Matching Logic Point Value.
Deceased_MatchPoint_DOB	2	JurorMatch	This field is used to set the Deceased Juror Matching Logic Point Value.
WebMainPageHeader		Web	This field is used to set optional text above the main page buttons.
MainPageTitleLine1	Indian River County Jury Information	Web	This field is used to set Title Line 1 on the Main Page.

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MainPageTitleLine2	 Jeffery R. Smith Indian River County Clerk Of The Court And Comptroller	Web	This field is used to set Title Line 2 on the Main Page.
WebSignUpForNotificationsButton	Visible=true,Image=fa fa-envelope fa-fw fa-lg, Text=Sign Up for Notifications	Web	This field is used to determine whether the Sign Up for Notifications Button is visible.
WebRequestExcusalButton	Visible=true,Image=fa fa-list fa-fw fa-lg,Text=Request Excusal / Deferral	Web	This field is used to determine whether the Request Excusal Button is visible.
WebViewReportingButton	Visible=true,Image=fa fa-search fa-fw fa-lg,Text=View Reporting Statuses for All Jurors	Web	This field is used to determine whether the View Reporting Button is visible.
WebJurySelectionProcessButton	Visible=true,Image=fa fa-info-circle fa-fw fa-lg,Text=Download Jury Selection Process	Web	This field is used to determine whether the Jury Selection Process Button is visible.
WebDownloadJurorQuestionnaireButton	Visible=true,Image=fa fa-download fa-fw fa-lg,Text=Download Juror Questionnaire	Web	This field is used to determine whether the Download Juror Questionnaire Button is visible.

- Setting Values may vary by County.

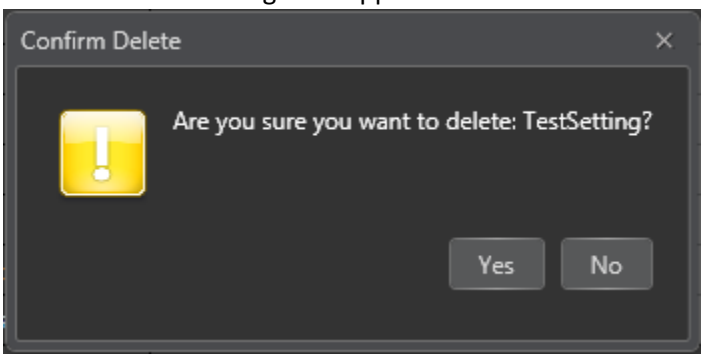
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Delete a Setting

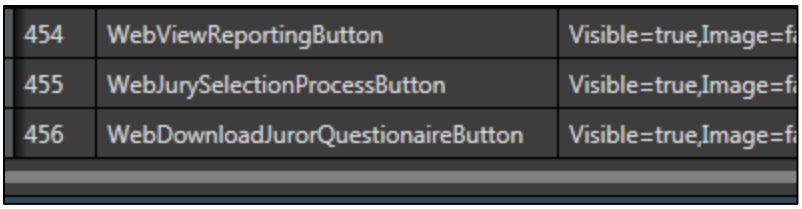
1. Select a Setting
2. Click the **Red X** icon



3. A confirmation message will appear



4. Click **Yes** to continue
5. The Setting will be deleted

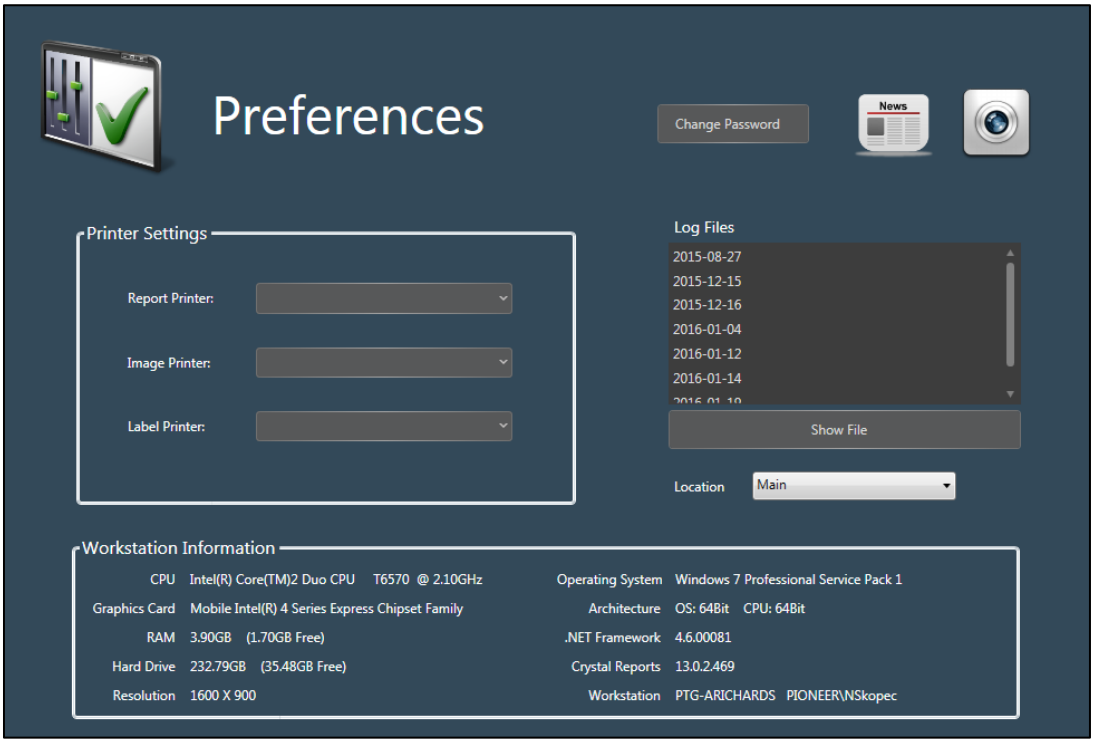


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Preferences Workspace

- Click the **Preferences** icon to open the Preferences workspace

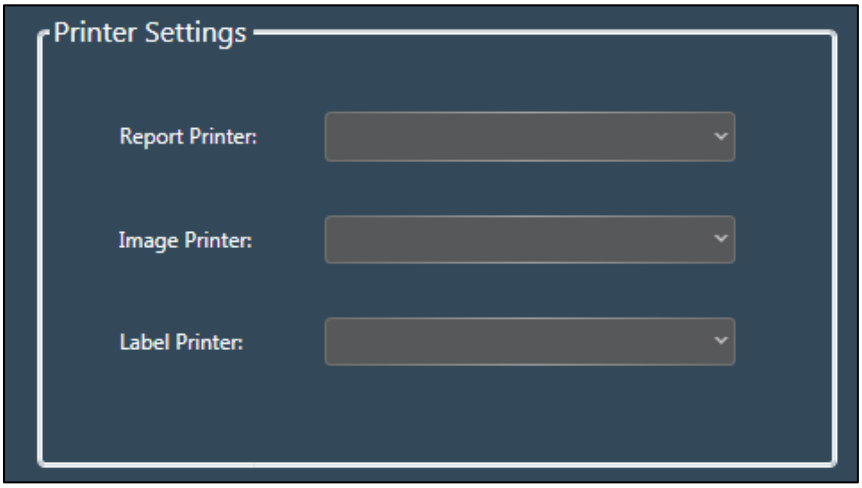




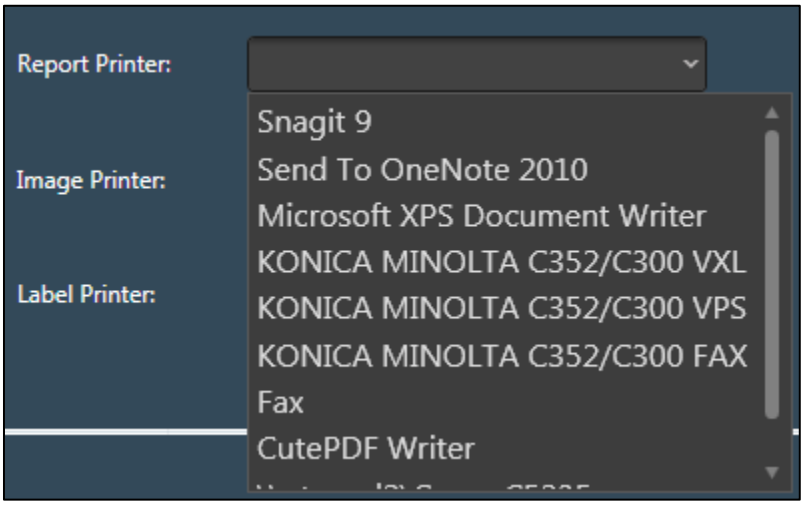
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Printer Settings

1. Each printer type has a dropdown associated with it



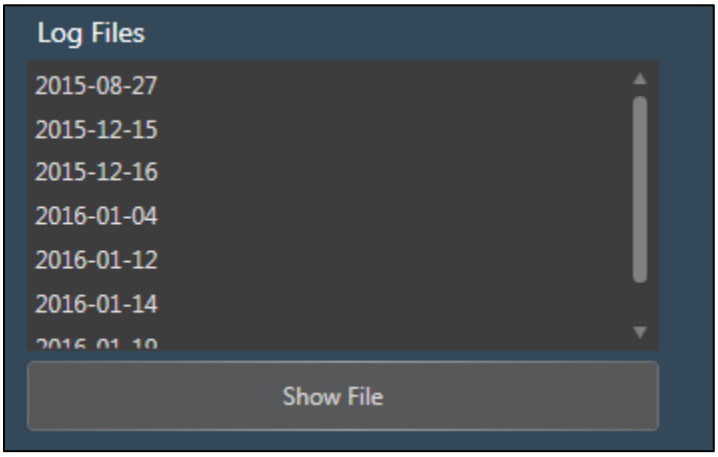
2. Select a printer from the dropdown



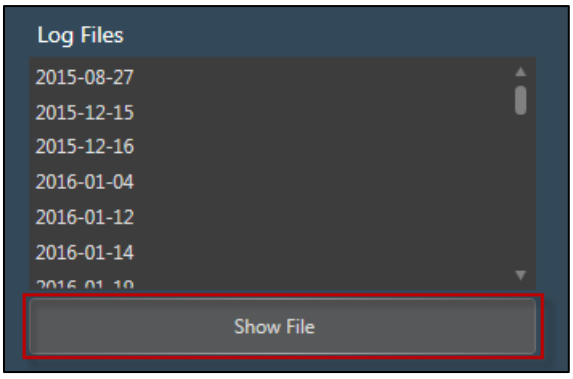
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Log Files

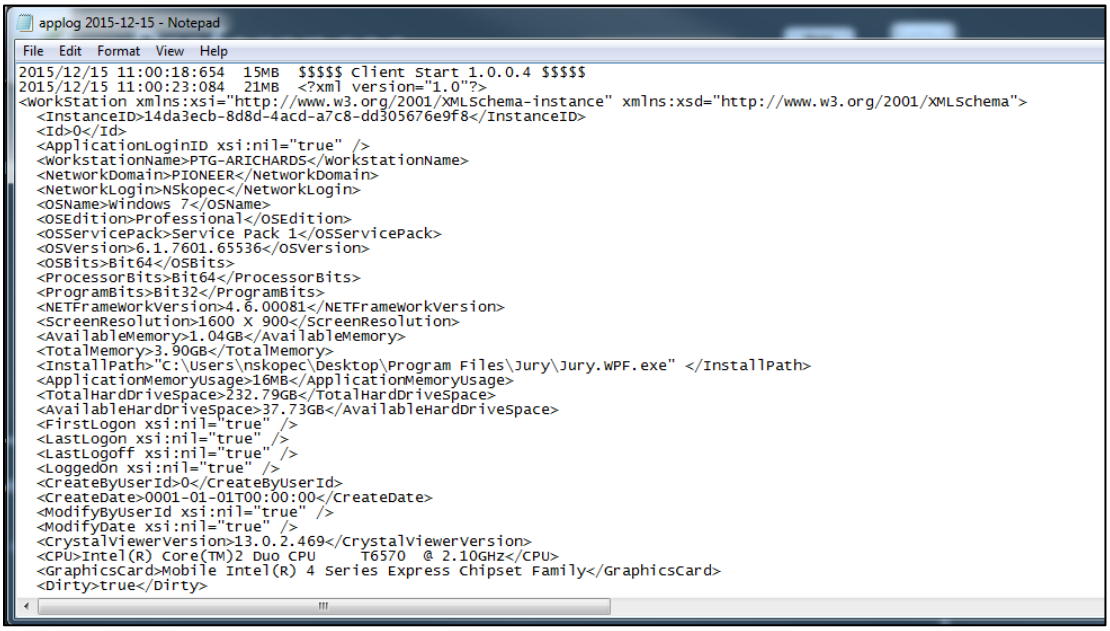
1. Each time the Jury system is opened on a specific computer a new log file is created



2. These are labeled by date, and the most recent files will be on top
3. Select a file
4. Click **Show File**



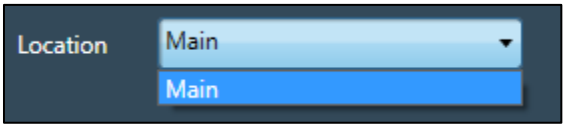
5. A NotePad document will appear



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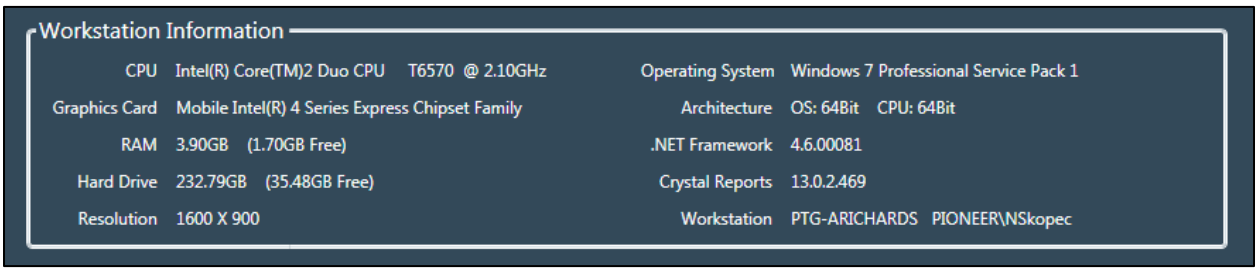
Location

- In the case of multiple offices, users would select their office location from the dropdown.



Workstation Information

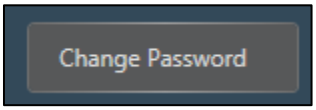
- This section contains information on the current workstation.



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Change Password

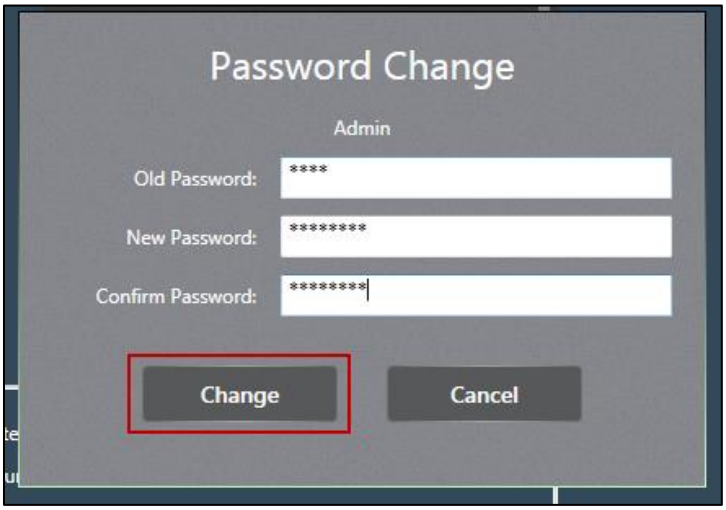
1. Select the **Change Password** button



2. A window will appear



3. Fill in the Old Password, and the New Password
4. Confirm New Password
5. Click **Change**



6. The Password will be changed

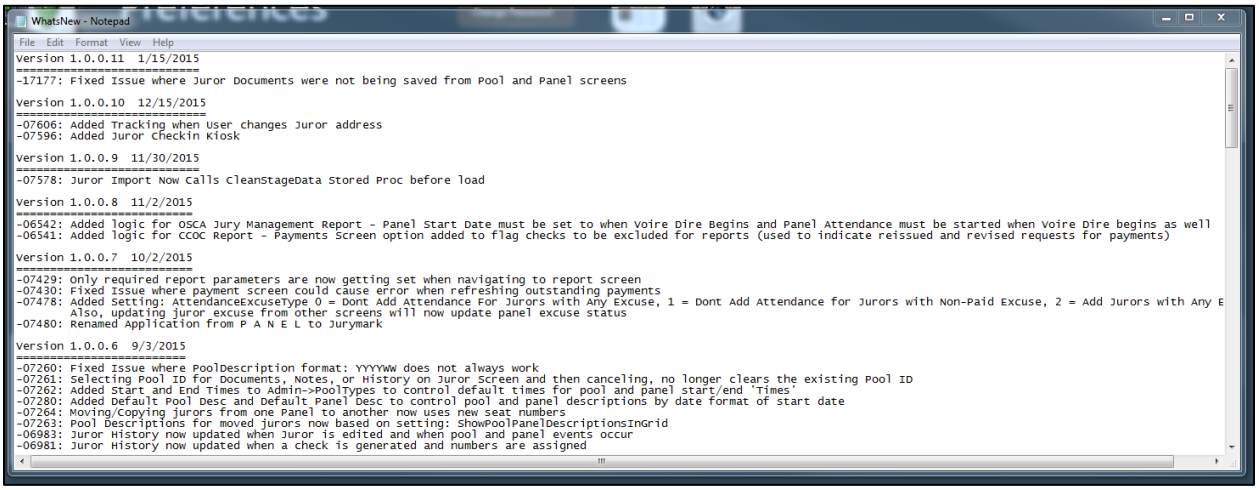
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What's New

1. Select this button to view the items fixed per build



2. A notepad document will open



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Update County Logo and User Signatures

- Click this button to open the Update County Logo and User Signatures window





Updating Signatures

1. Select the appropriate user from the dropdown

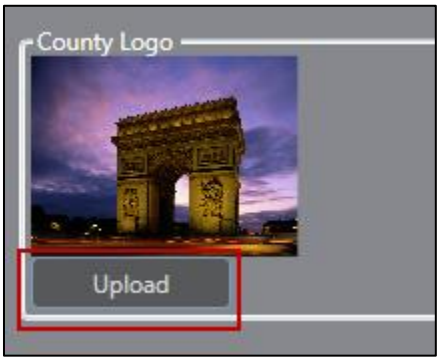


2. Either **Upload** an image as a signature, or **Sign** using either a touchpad or a mouse
3. The signature will be updated

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Updating County Logo

1. Select the **Upload** button



2. Select an image, and click **Open**



3. The image will be changed

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