

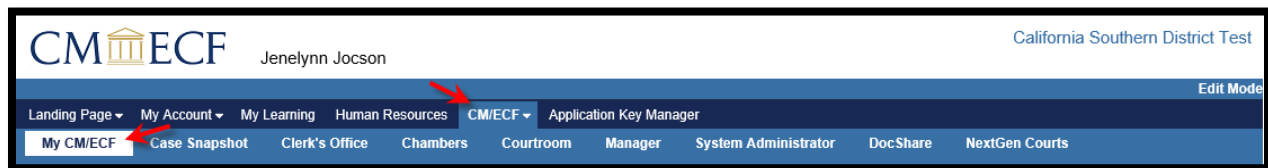


Workspace is a feature in NextGen that allows you to organize and customize your CM/ECF and other activities without continually having to log back in to the CM/ECF system. Workspace can include other web-based sites and applications to centralize the tools you need for case management.

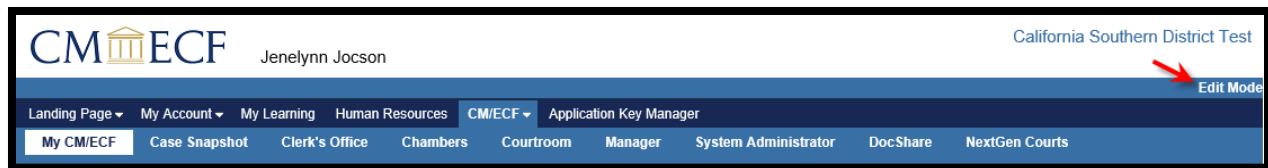
My CM/ECF is a personal Workspace page that you can customize to contain only the portlets you find most useful. No other user can access or modify your My CM/ECF page.

Customizing Your My CM/ECF Workspace Page

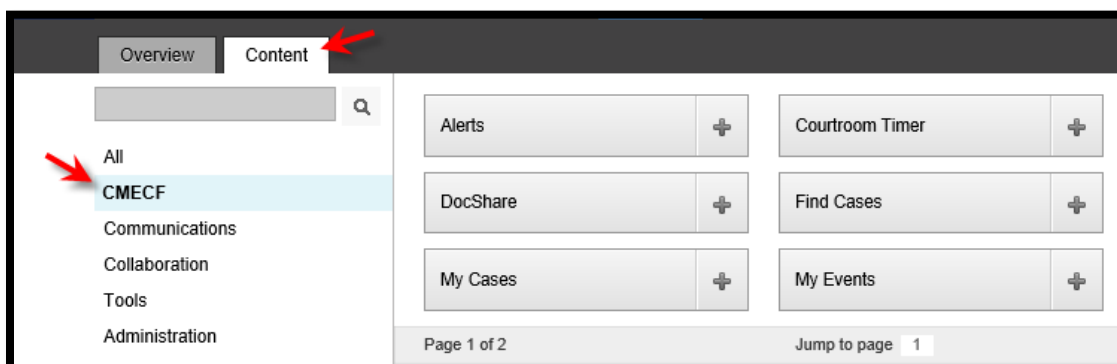
1. Navigate to <https://jenie.ao.dcn>. Log in with your JENIE **User Name** and **Password**.
2. Click on **CM/ECF** and then the **My CM/ECF** tab.



3. Click on **Edit Mode** at the top right corner of the page.



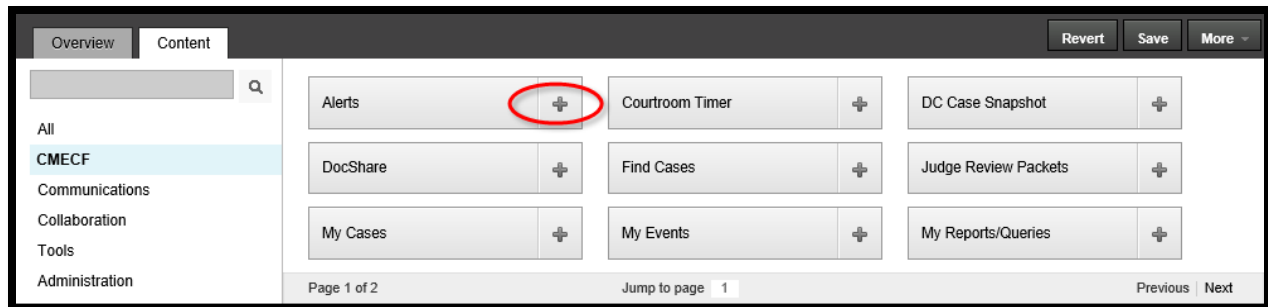
4. While in Edit Mode, Click on the **Content** tab, then **CM/ECF** from the menu options to have a list of available portlets appear.



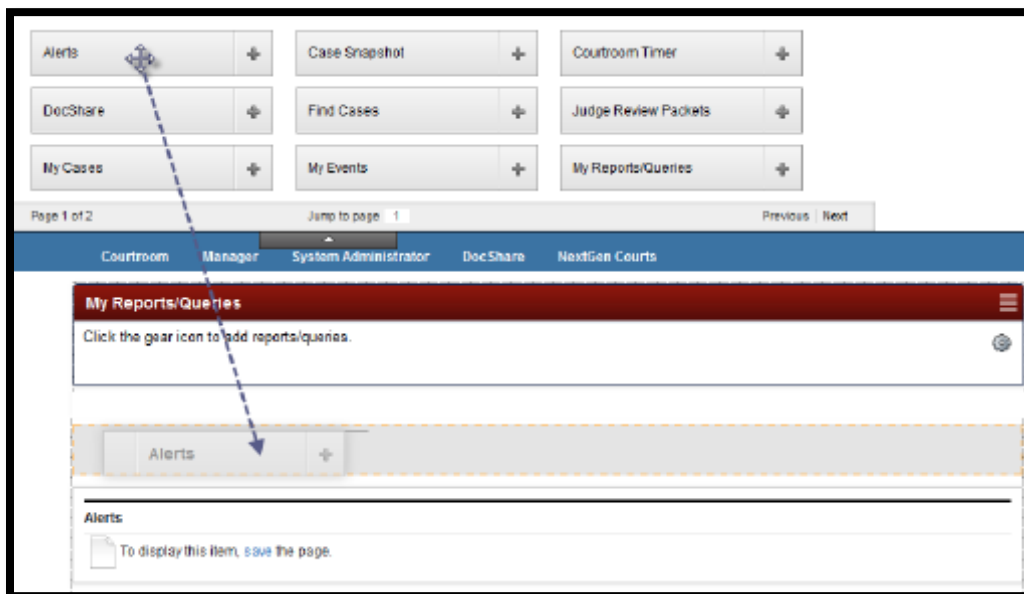
- Available District Portlets: Alerts, Case Snapshot, Courtroom Timer, DocShare, Find Cases, Judge Review Packets, My Cases, My Events, My Reports/Queries, My Workload Manager, Quick Links, RSS Feed, Scheduled Events, Search, System Administrator Dashboard, Workload Distribution, Workload Monitor Report

5. There are **three ways to add portlets** to your My CM/ECF page:

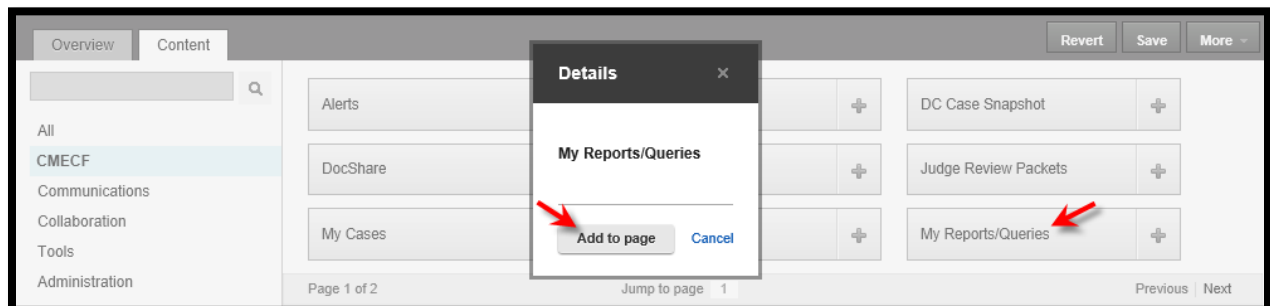
a. Click the **+** icon on the desired portlet



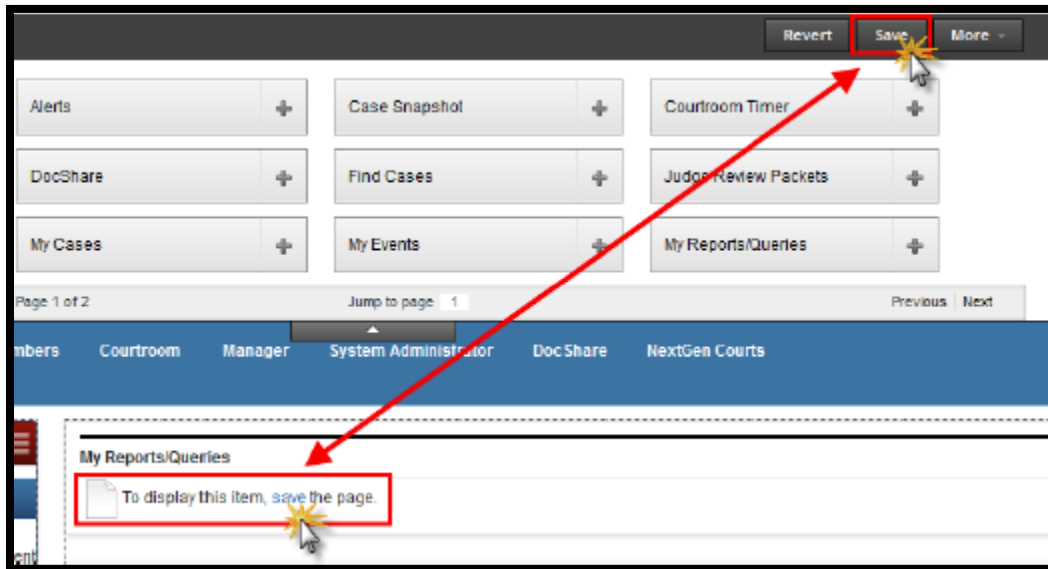
b. Hover over the gray bar for the desired portlet, **click and drag** the bar onto the desired spot on your My CM/ECF page.



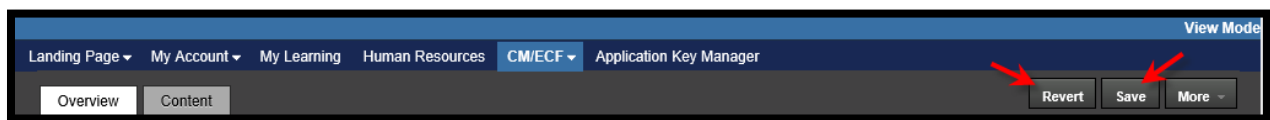
c. Click on the name of the desired portlet. A details box will appear; click the **Add to page** button.



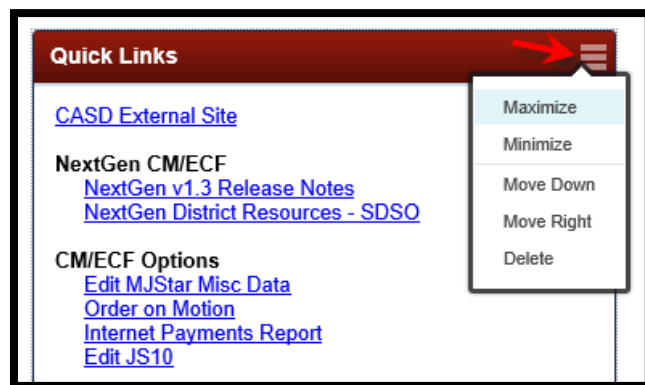
6. After adding the desired portlets to your My CM/ECF page, click **Save** either at the top right of your edit options or within the portlet box. *Please Note: After saving, the screen will return to the Overview tab. The Content tab will need to be clicked for additional modifications.*



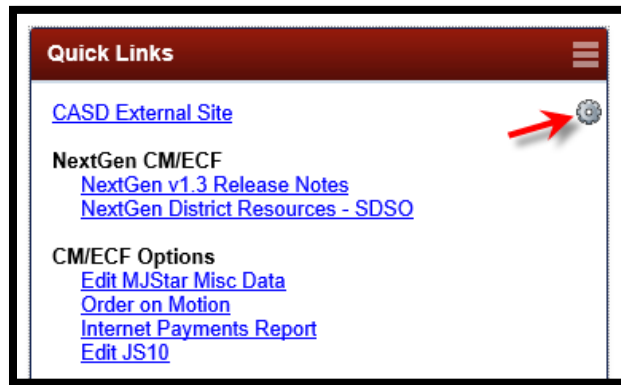
7. Once portlets have been added, they can be **organized in Edit Mode** only.
- To organize, click and drag a portlet to the desired location on the page.
 - While organizing, click **Revert** at the top of the page to return the portlets to the last saved positions.
 - Click **Save** before returning to View Mode to ensure your changes are saved.



8. Each portlet has a **Display Menu** (3 bar icon) to customize how the portlet appears on your My CM/ECF page. Use this menu to remove a portlet from your page.



9. Click on the **Configuration** gear icon to configure the information you want to appear within each portlet (e.g. list of Quick Links).



10. To exit the Edit Mode screen, click **View Mode** at the top right corner.

