

Faccts Users Setup
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Rev 1.

7-31-2013

1. The List Provides a List of All Users. A filter is not required.

2. Administrators can add or remove USERS from the list and the system

3. A Detail Window will permit three views for each user selected, Profile, Availability and User Role.

4. Users can Save changes below.

NOTE 1:
The Detail view of the Profile is visible for the **Administrator Users** and the **User Selected**.

NOTE 2:
The CLETS Certified Check box is read only, and not available for USER Self Selection.

Family Court Case Tracking System

Case Status | Case Record | Court Docket | Court Orders | **Court Staff** | Court Settings

User Login: smyles@court.com | QUIT

FACCTS User List

1

- Sophia Myles
- Pascale Hutton
- Ray Stevenson
- Amy Smart

User Profile: Sophia Myles

Profile | Availability | User Role

First Name: Sophia
Middle Name: Jane
Last Name: Myles

3

User ID: Sophia Myles
User Email: sophia@court.gov
User Phone: 123-123-1234

User CLETS Certified: ☒

User Picture:

Click Update to Change
UPDATE

2

ADD STAFF | REMOVE USER

4

SAVE

1. The Availability Pane allows the user to set their current availability and to select a substitute user from a list of users.

2. Currently the user can select from any user role, although practically they would select from the roles equal or higher to them.

3. The list will highlight the selected current USER selected. Remove or Assign will change the selection to the new selected substitute.

Family Court Case Tracking System

Case Status Case Record Court Docket Court Orders Court Staff Court Settings

User Login smyles@court.com QUIT

FACCTS User List

- Sophia Myles
- Pascale Hutton
- Ray Stevenson
- Amy Smart

Profile Availability User Role

☒ User Available

Select Substitute

Administrator

- Sophia Myles
- Amy Smart

ASSIGN REMOVE

ADD STAFF REMOVE USER SAVE

1. The User Role Pane allows the administrator to Assign the USER a role, Active the CLETS certification FLAG. The ACTIVATED FLAG indicates that the USER has setup a password and responded to the invite EMAIL.

More on this later - see
ADDING Users .

2. Currently the user can select from any user role, although practically they would select from the roles equal or higher to them.

3. The list will highlight the selected current USER selected. Remove or Assign will change the selection to the new selected substitute.

The screenshot displays the 'Family Court Case Tracking System' interface. At the top, a navigation bar includes tabs for 'Case Status', 'Case Record', 'Court Docket', 'Court Orders', 'Court Staff', and 'Court Settings'. The 'Court Staff' tab is active. On the right side of the header, there is a 'User Login' field with the email 'smyles@court.com' and a 'QUIT' button.

The main content area is divided into two panels. The left panel, titled 'FACCTS User List', contains a list of users: Sophia Myles, Pascale Hutton, Ray Stevenson (highlighted with a blue bar), and Amy Smart. The right panel, titled 'User Role', shows the configuration for the selected user, Ray Stevenson. It includes a profile picture, a 'Court Staff' dropdown menu set to 'Ray Stevenson', and a 'Date Created' field showing '07-25-2013'. Below this, the 'User Role' is set to 'Courtroom Clerk' via a dropdown menu. Two checkboxes are visible: 'CLETS Certified' and 'Activated', both of which are checked. A blue diamond with the number '1' is overlaid on the 'Activated' checkbox.

At the bottom of the interface, there are three buttons: 'ADD STAFF', 'REMOVE USER', and 'SAVE'.

1. Administrative Users will have a User Configuration Tool. This can be in the same tab, or a separate module, however the setup and operation will be the same.

2. From the List of Roles they can see the

3. Role Setup Detail and Configure FACCTS for their courtroom.

The ADMIN functions can be seen here.

4. The User Configuration panel will need an update button of it's own.

NOTE:

Case Import is not initially supported and can be disabled until the software can support it.

Family Court Case Tracking System

User Login: smyles@court.com QUIT

Case Status Case Record Court Docket Court Orders Court Staff Court Settings

Profile Availability User Role

User Configuration 1

Administrator

Case Status
☒ View Only ☒ Export ☐ Import

Case Record
☒ View Only ☒ Edit and Save

Case Docket
☒ View Only ☒ Schedule Docket

Court Orders
☒ View Only ☒ Edit and Save ☒ Unsign

Administration
☒ User Setup ☒ Court Setup

UPDATE 4

FACCTS User List

Sophia Myles
Pascale Hutton
Ray Stevenson
Amy Smart

User Configuration

Court Staff: Sophia Myles
Date Created: 07-23-2013

User Role: Administrator

CLETS Certified ☒
Activated ☒

Administrator 2

Judicial Officer
Courtroom Clerk
Family Court Center
Self Help Center
Business Office

3

ADD STAFF REMOVE USER SAVE

1. Judicial Officer roles are shown here.

NOTE: Text will detail the roles on a later page.

NOTE 2:
SIGN an order means to issue that as an ORDER and LOCK it from editing, until a hearing, or UNSIGNED by the authorized user.

Family Court Case Tracking System

Case Status | Case Record | Court Docket | Court Orders | **Court Staff** | Court Settings

User Login: smyles@court.com | QUIT

FACCTS User List

- Sophia Myles
- Pascale Hutton
- Ray Stevenson
- Amy Smart

User Configuration

Profile | Availability | **User Role**

User Details:

- Court Staff: Sophia Myles
- Date Created: 07-23-2013
- User Role: Administrator
- CLETS Certified: ☒
- Activated: ☒

Role List:

- Administrator
- Judicial Officer** (1)
- Courtroom Clerk
- Family Court Center
- Self Help Center
- Business Office

Permissions:

Judicial Officer

- Case Status:** ☒ View Only ☒ Export ☐ Import
- Case Record:** ☒ View Only ☒ Edit and Save
- Case Docket:** ☒ View Only ☒ Schedule Docket
- Court Orders:** ☒ View Only ☒ Edit and Save ☒ Sign and Unsign (2)

Buttons: ADD STAFF REMOVE USER SAVE

1. The Court Clerk User.

NOTE:

The Clerk can UNSIGN and order, but must return to the Judicial OFFICER for signing.

The screenshot displays the FACCTS User List and the User Configuration page for Sophia Myles. The interface includes a top navigation bar with tabs for Case Status, Case Record, Court Docket, Court Orders, Court Staff, and Court Settings. The Court Staff tab is active, showing the user's profile and configuration options. A blue diamond with the number 1 points to the 'Courtroom Clerk' role in the user list, and a blue diamond with the number 2 points to the 'Unsign' checkbox in the Court Orders section of the user configuration.

FACCTS User List

Sophia Myles
Pascale Hutton
Ray Stevenson
Amy Smart

User Configuration

Courtroom Clerk

Case Status

<input checked="" type="checkbox"/> View Only	<input checked="" type="checkbox"/> Export	<input type="checkbox"/> Import
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Case Record

<input checked="" type="checkbox"/> View Only	<input checked="" type="checkbox"/> Edit and Save
---	---

Case Docket


<input checked="" type="checkbox"/> View Only	<input checked="" type="checkbox"/> Schedule Docket
---	---

Court Orders

<input checked="" type="checkbox"/> View Only	<input checked="" type="checkbox"/> Edit and Save	<input checked="" type="checkbox"/> Unsign
---	---	--

ADD STAFF **REMOVE USER** **SAVE**

1. The Family Court Center User. These users enter CAsE Record, and schedule the case hearing for the PARTY's

 Family Court Case Tracking System

Case Status | Case Record | Court Docket | Court Orders | **Court Staff** | Court Settings

User Login: smyles@court.com | QUIT

FACCTS User List

- Sophia Myles**
- Pascale Hutton
- Ray Stevenson
- Amy Smart

Profile | Availability | User Role

User Configuration


Family Court Center

Case Status
☒ View ☒ Export ☐ Import

Case Record
☒ View ☒ Edit and Save

Case Docket
☒ View ☒ Schedule Docket

User Details:

 Court Staff: Sophia Myles
Date Created: 07-23-2013

User Role: Administrator

CLETS Certified ☒
Activated ☒

Administrator
Judicial Officer
Courtroom Clerk
Family Court Center
Self Help Center
Business Office

1

ADD STAFF REMOVE USER SAVE

1. The Family Self Help Center.
These users help the PARTY's
enter the DATA themselves at
a selected Self Help Location.

NOTE: They do not schedule
the DOCKET, but can view it.

The screenshot displays the 'Family Court Case Tracking System' interface. At the top, there is a navigation bar with tabs: Case Status, Case Record, Court Docket, Court Orders, Court Staff, and Court Settings. The 'Court Staff' tab is selected. In the top right corner, the 'User Login' is 'smyles@court.com' and there is a 'QUIT' button.

The main content area is divided into three sections:

- FACCTS User List:** A list of users: Sophia Myles (highlighted), Pascale Hutton, Ray Stevenson, and Amy Smart.
- User Configuration:** A section for configuring the selected user, Sophia Myles. It includes:
 - Profile:** A photo of Sophia Myles, her name 'Sophia Myles', and 'Date Created' '07-23-2013'.
 - User Role:** A dropdown menu set to 'Administrator'.
 - Permissions:** Checkboxes for 'CLETS Certified' and 'Activated', both of which are checked.
 - User Role List:** A list of roles: Administrator, Judicial Officer, Courtroom Clerk, Family Court Center, Self Help Center (highlighted with a blue arrow and a blue circle containing the number '1'), and Business Office.
- Self Help Center:** A section for configuring the 'Self Help Center' role. It includes:
 - Case Status:** Checkboxes for 'View' (checked), 'Export', and 'Import'.
 - Case Record:** Checkboxes for 'View' (checked) and 'Edit and Save' (checked).
 - Case Docket:** Checkboxes for 'View' (checked).

At the bottom of the interface, there are three buttons: 'ADD STAFF', 'REMOVE USER', and 'SAVE'.

1. The Court Business Center.
Mostly where attorneys (not working for the Court but the Party's) collect Paperwork.
Some users here may help the Attorneys look up matters on the CASE RECORD.

NOTE: The Attorney's may update the CASE RECORD if they are newly assigned or some data changes so the EDIT function is needed for the Business Center user, for the CASE RECORD.

The screenshot displays the 'Family Court Case Tracking System' interface. The top navigation bar includes tabs for 'Case Status', 'Case Record', 'Court Docket', 'Court Orders', 'Court Staff', and 'Court Settings'. The 'Court Staff' tab is active, showing a 'User Login' field with 'smyles@court.com' and a 'QUIT' button. The main content area is divided into three sections: 'FACCTS User List', 'User Profile', and 'User Configuration'. The 'FACCTS User List' on the left lists users: Sophia Myles (highlighted), Pascale Hutton, Ray Stevenson, and Amy Smart. The 'User Profile' section in the center shows details for Sophia Myles, including her photo, 'Court Staff' name, 'Date Created' (07-23-2013), 'User Role' (Administrator), and checkboxes for 'CLETS Certified' and 'Activated'. Below this is a list of roles: Administrator, Judicial Officer, Courtroom Clerk, Family Court Center, Self Help Center, and Business Office (highlighted with a blue diamond labeled '1'). The 'User Configuration' section on the right, under the 'User Role' tab, shows settings for the 'Business Office'. It includes checkboxes for 'Case Status' (View) and 'Case Record' (View and Edit and Save), with a blue diamond labeled '2' next to the 'Edit and Save' checkbox. At the bottom, there are buttons for 'ADD STAFF', 'REMOVE USER', and 'SAVE'.

FACCTS User List	
Sophia Myles	
Pascale Hutton	
Ray Stevenson	
Amy Smart	

User Profile	
	Court Staff: Sophia Myles
	Date Created: 07-23-2013
User Role:	Administrator
CLETS Certified:	<input checked="" type="checkbox"/>
Activated:	<input checked="" type="checkbox"/>
Administrator Judicial Officer Courtroom Clerk Family Court Center Self Help Center Business Office	

User Configuration	
Business Office	
Case Status	<input checked="" type="checkbox"/> View
Case Record	<input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Edit and Save

ADD STAFF REMOVE USER SAVE

Data elements for the User Configuration Panels

This may be helpful in development...

```
<userconfiguration>
  <administration>
    <casestatusview>true</casestatusview>
    <casestatusexport>true</casestatusexport>
    <casestatusimport>false</casestatusimport>
    <caserecordview>true</caserecordview>
    <caserecordedit>true</caserecordedit>
    <casedocketview>true</casedocketview>
    <casedocketschedule>true</casedocketschedule>
    <courtorderview>true</courtorderview>
    <courtorderedit>true</courtorderedit>
    <courtorderunsign>true</courtorderunsign>
    <adminuser>true</adminuser>
    <admincourt>true</admincourt>
  </administration>
  <judicialofficer>
    <casestatusview>true</casestatusview>
    <casestatusexport>true</casestatusexport>
    <casestatusimport>false</casestatusimport>
    <caserecordview>true</caserecordview>
    <caserecordedit>true</caserecordedit>
    <casedocketview>true</casedocketview>
    <casedocketschedule>true</casedocketschedule>
    <courtorderview>true</courtorderview>
    <courtorderedit>true</courtorderedit>
    <courtorderunsign>true</courtorderunsign>
  </judicialofficer>
  <courtclerk>
    <casestatusview>true</casestatusview>
    <casestatusexport>true</casestatusexport>
    <casestatusimport>false</casestatusimport>
    <caserecordview>true</caserecordview>
    <caserecordedit>true</caserecordedit>
    <casedocketview>true</casedocketview>
    <casedocketschedule>true</casedocketschedule>
    <courtorderview>true</courtorderview>
    <courtorderedit>true</courtorderedit>
    <courtorderunsign>true</courtorderunsign>
  </courtclerk>
```

```
<userconfiguration>....
  <familycourt>
    <casestatusview>true</casestatusview>
    <casestatusexport>true</casestatusexport>
    <casestatusimport>false</casestatusimport>
    <caserecordview>true</caserecordview>
    <caserecordedit>true</caserecordedit>
    <casedocketview>true</casedocketview>
    <casedocketschedule>true</casedocketschedule>
  </familycourt>
  <selfhelp>
    <casestatusview>true</casestatusview>
    <casestatusexport>false</casestatusexport>
    <casestatusimport>false</casestatusimport>
    <caserecordview>true</caserecordview>
    <caserecordedit>true</caserecordedit>
    <casedocketview>true</casedocketview>
  </selfhelp>
  <businessoffice>
    <casestatusview>true</casestatusview>
    <caserecordview>true</caserecordview>
    <caserecordedit>true</caserecordedit>
  </businessoffice>
  <default/>
</userconfiguration>
```

Adding A User In the Application

This may be helpful in development...

1. Click ADD STAFF (USER)

2. Enter the NAME data and EMAIL Address to invite the NEW USER to activate the ACCOUNT with a PASSWORD.

Family Court Case Tracking System

Case Status Case Record Court Docket Court Orders Court Staff Court Settings

User Login smyles@court.com QUIT

FACCTS User List

Sophia Myles
Pascalle Hutton
Ray Stevenson
Amy Smart

Court Staff Amy Smart
Date Created 07-26-2013

Add New User

ADD NEW FACCTS USER

User - First Name*
User - Middle Name
User - Last Name
User - Email Address* (Required)

ADD USER CANCEL

UPGRADE

ADD STAFF REMOVE USER SAVE

3. ADD USER creates a NEW USER partially completed. DATA SET, ADDS USER TO THE LIST.

4. Once the New USER logs in they can add the details to the profile and availability.

Family Court Case Tracking System

Case Status Case Record Court Docket Court Orders Court Staff Court Settings

User Login smyles@court.com QUIT

FACCTS User List

Sophia Myles
Pascalle Hutton
Ray Stevenson
Amy Smart
Amber Heard

User Configuration

Profile Availability User Role

First Name
Middle Name
Last Name
User ID
User Email
User Phone
User CLETS Certified

User Picture

Click Update to Change

UPDATE

ADD STAFF REMOVE USER SAVE

Data Set for the New User...and User Profile May help in development

Newly Created User - "barebones" account

```
<user5 modifyme="yes">
  <userid>Amber Heard</userid>
  <firstname>Amber</firstname>
  <middlename>Lynn</middlename>
  <lastname>Heard</lastname>
  <createdate active="no">07-31-2013</createdate>
  <password></password>
  <userrole></userrole>
  <substitute></substitute>
  <userphone></userphone>
  <useremail>amber@court.gov</useremail>
  <userclets>no</userclets>
  <userimage></userimage>
  <useravailable>no</useravailable>
</user5>
```

• Account Not Active, yet by USER.

• State of User Account...UPDATE, new Password or Activation

Established User

```
<user1 modifyme="no">
  <userid>Sophia Myles</userid>
  <firstname>Sophia</firstname>
  <middlename>Jane</middlename>
  <lastname>Myles</lastname>
  <createdate active="yes">01-21-2013</createdate>
  <password>.....</password>
  <userlogin>yes</userlogin>
  <userrole>0</userrole>
  <substitute>1</substitute>
  <userphone>123-123-1234</userphone>
  <useremail>sophia@court.gov</useremail>
  <userclets>yes</userclets>
  <userimage>/user/jamesreid/dev/_images/sophia.jpg</userimage>
  <useravailable>yes</useravailable>
</user1>
```

• LOGIN STATUS BOOL, prevents >1 logins.