
Teen Court Database

Administrator User Guide | Current Version 1.0.0

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Revision History

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1.0 Scope

This document will cover all aspects of the Administrative actions available in the Teen Court Database. For Court user level actions, please see the Court User Guide.

2.0 Administrator Actions

2.1 List Courts

Clicking on the Admin tab or clicking the 'List Courts' option from the drop down menu will pull up a listing of all active courts within the system.

2.2 New Court

To add a new court, hover over the Admin tab and then click the 'Add Court' option. You will be taken to a new screen to fill out the court name, the court's physical address, the court's mailing address. After clicking 'Add Court', the screen will transition to the 'Edit Court' screen to allow adding court personnel.

2.3 Edit Court

To edit an existing court, hover over the Admin tab and click the 'Edit Court' option. You will be taken to a new screen to edit the court's name, physical address, and mailing address. You will also have to option to add or remove users that have not been assigned to a court program.

2.4 Delete Court

To delete an existing court, hover over the Admin tab and click the 'Delete Court' option. Deleting a court that has never had a Court Administrator assigned to it will immediately set the court, all cases, and all users in it to inactive. If the court has a Court Administrator, it will need to be confirmed by the Court Administrator before setting the court, all cases, and all users in it to inactive.

2.5 List Users

To list all active users, hover over the Admin tab and click the 'List Users' option. This will list all active users of the Teen Court Database and display basic information for them.

2.6 New User

To add a new user, hover over the Admin tab and click the 'New User' option. You will be taken to the new user page and need to fill out first name, last name, email, account password, and what court program they will belong to. If someone is in charge of several different programs, they will need an account for each program they belong to. Lastly, select which access level a user has. Administrator access can be granted by any other administrator, but they can only be set to one of the court access levels.

2.7 Edit User

To edit an existing user, hover over the Admin tab and click the 'Edit User' option. Editing a user lets you change their first name, last name, email, account password, court program they belong to, and access levels.

2.8 Delete User

To delete an existing user, hover over the Admin tab and click the 'Delete User' option. Most users can be deleted with a single click, but users set to Site Administrator or Court Administrator will need to confirm being deleted.