
Teen Court Database

Administrator User Guide | Current Version 1.0.0

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Revision History

<i>1/23/13</i>	<i>Bobby Reilly</i>	<i>1.0.0</i>	<i>Initial version</i>

Table of Contents

1.0	Scope	4
2.0	Administrator Actions	4
2.1	List Courts.....	4
2.2	New Court	4
2.3	Edit Court	4
2.4	Delete Court	4
2.5	List Users	4
2.6	New User.....	4
2.7	Edit User.....	4
2.8	Delete User	4

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 Program tab will pull up a listing of all active courts within the system.

2.2 New Court

To add a new court, click Program 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 verify information

2.3 Edit Court

To edit an existing court, click Program and click the 'View' option for the program you wish to edit. You will be taken to a new screen to edit the court's name, physical address, and mailing address.

2.4 Delete Court

To delete an existing court, click Program and click the 'View' option for the program you wish to delete. Click 'Delete Program' and confirm it to delete the program.

2.5 List Users

To list all active users, click Users. This will list all registered users of the Teen Court Database and display basic information for them.

2.6 New User

To add a new user, click User 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, click User and click 'View' for the user you want to edit. 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, click User and click 'View' for the user you want to delete. Click 'Delete User' and confirm to delete the user.