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Overview

Purpose

The Criminal Justice Academy In Service Training Scheduler (CJATrain) is a class scheduling tool that will be used to add/modify the courses/classes offered by the Criminal Justice Academy. This will be a public web application that will be used by law enforcement people from all the jurisdictions in the surrounding DC Metro area to register for training classes.

Technical Environment

The presentation and business logic will be developed using ASP.NET 4.5 and the web application will reside on the Fairfax County public web farm, so users will need Microsoft Internet Explorer and access to internet in order to use the application. Class Roster may be exported to Microsoft Excel so users will need Microsoft Excel. The data for the application exists in SQL Server 2014 database.

Basic Functionality

Throughout the Application

The following functionality is available throughout the application unless otherwise noted.

Date

Date Start:	<input type="text"/>	 
Date End:	<input type="text"/>	 

Where there is a date field, users may enter a specific date or Y for yesterday's date, T for today's date, T + 90 for 90 days from now, T + 30 for 30 days from now, etc.

Date Start:	<input type="text"/>	 				
< November 2015 >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Or you may click the  and select the date from a calendar.

Required field

The red asterisk * next to the field indicates that the field is required.

Tooltip

Move the mouse cursor to the blue question mark  to display the tooltip for that field.

Help

Link in the upper right corner of the page allow the user to view the help document “?”.

[help](#)

Class Search

Description Allows users to search for classes.

Class Search

[Search](#) [Query Results](#)

Class Name: 

Class Date:  

Class Month/Year: 

Inputs

Class Name Only classes that begin with the text typed in the text box are included.

Class Date Only classes that have start date on or after this date are included.

Class Month/Year Only classes that have start date in the month selected from the month dropdown list are included.

Buttons/Links

Search Click the Search button or hit enter key to list all the classes that match the search criteria.

Clear Click the Clear button to clear all the search fields.

Query Results Click the Query Results tab to list all the classes that match the search criteria.

Cancel Registration Click to open a Class cancellation form that will be submitted to the administrator of the application.

Query Results

Description Allows user to view search results and then register for the class.

Class Search		
Search Query Results		
1 2 3		
Class Name		
Child Safety Seat Recertification (06/20/16 @ 08:00)	Show Details	Register
Child Safety Seat Technician Certification (06/21/16 @ 07:30)	Show Details	Register
VCIN Level A/B Recertification - 2 (06/23/16 @ 07:00)	Show Details	Register
Law Enforcement Information Exchange (LINX) 0730-1130 (07/08/16 @ 07:30)	Show Details	Register
Law Enforcement Information Exchange (LINX) 1200-1600 (07/08/16 @ 12:00)	Show Details	Register
VCIN Level B Initial (07/16/16 @ 07:00)	Show Details	Register
VCIN Level A Initial (07/17/16 @ 07:00)	Show Details	Register

Buttons/Links

Show/Hide Details Click to display more/less details about the class.

Register Click to register for the selected class.

Cancel Registration

Description Allows users to search for classes.

[Go Back to Class Search](#)

Class Cancellation Form

Class Name:  *

Attendee Name:  *

Attendee Email:  *

[Submit for Cancellation](#)

Inputs

Class Name Choose the class you wish to cancel from the dropdown list.

Attendee Name Attendee's name submitting the cancel request.

Attendee Email Email address of the attendee submitting the cancel request.

Buttons/Links

Submit for Click to submit the class cancellation request to the system Cancellation administrator.

Registration

Description Allows users to register for the selected class.

[Go Back to Class Search](#)

Criminal Justice Academy In Service Training Class Scheduler - Registration

Class Name and Date: Legal Training by Assistant County Attorney Kim Baucom (10/05/16 @ 07:00)

Seats Remaining: 17
Non-Member Agency Registration Opens: 09/20/2016

Fairfax County Criminal Justice Academy
14601 Lee Road, Chantilly, VA, 20151

Classes are for law enforcement agency personnel only. Member agencies of the Academy are Fairfax County Police, Fairfax County Sheriff's Office, Town of Vienna Police, and register more than 15 days before the beginning date of a requested class.

First Name:

Last Name:

Agency:

Duty Assignment:

Phone:

Email:

Supervisor Email:

Inputs

First Name First Name of the attendee. Must be completed.

Last Name Last Name of the attendee. Must be completed.

Agency Agency of the attendee. Must be completed.

Duty Assignment Duty Assignment of the attendee. Must be completed.

Phone Phone number of the attendee. Must be completed.

Email Email address of the attendee. Must be completed.

Supervisor Email Email address of the supervisor of the attendee. Must be completed.

Buttons/Links

Submit Registration Click to insert the new Attendee. If the Insert is successful, an email is sent to the attendee and his/her supervisor (to the email address entered at registration) with the class details and also if it is a confirmed or waitlisted registration.

Cancel Click to refresh, ignoring any changes.

Go Back to Class Search Click to go back to the Class Search page.

Additional Learning Resources/Links

Description There are some additional learning resources/links posted on the class search page that the user may use to register for other classes offered by other counties or regional academies etc.

For additional learning opportunities you can go to :
[FairfaxCounty employee U](#)
[Northern Virginia Criminal Justice Academy](#)
[Prince William County Criminal Justice Academy](#)
[Rappahannock Regional Criminal Justice Academy](#)