Court Scheduling System (CSS) – External Users
Help

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Overview

Purpose

The application is used to set court dates at the Fairfax County General District Traffic Court, Criminal Court, and Juvenile and Domestic Relations Court for officers from

- George Mason University
- Metro Transit Police Authority
- Metropolitan Washington Airports Authority
- Northern Virginia Community College
- Town of Herndon
- Town of Vienna
- Virginia State Police

who regularly write traffic tickets that are heard in the Fairfax County General District Traffic Court Criminal Court, and Juvenile and Domestic Relations Court with the intention of distributing caseloads across court dates as evenly as possible given the business rules and preventing the overbooking of court dates.

Technical Environment

The presentation and business logic has been developed using ASP.NET 3.5 and the web application resides on the Fairfax County Public Web farm, so users will need Microsoft Internet Explorer and access to www.fairfaxcounty.gov in order to use the application. Reports will be developed displayed in Microsoft Word, so users will need Microsoft Word viewer to view the reports. The data for the application will be stored in SQL Server.

Security

Only a System Administrator for the application using the internal Infoweb interface is able to create new accounts for users of the Public Web interface. User Id, password, and email address for the new accounts are stored in the database. The password is encrypted prior to storing in the database. When a new account is created, the external user must change the password at the first login.

The Public Web interface provides a link on the login page to email the password to the stored email account (should the user forget his/her password). The Public Web interface requires strong passwords and prompts the user to change his/her password every 90 days.

Within the application users are assigned roles based on their user ID. These roles determine what the user is authorized to do within the application. A user may be assigned one or more of the following roles which allows access to the menu items listed.

Read Only

This role is assigned to users who will only view data.

Pre-Scheduling	View Reports	Allows Court or Police users to access Pre-Scheduling reports which display information about data entered when preparing for next year's court schedule.

Scheduling	View Reports	Allows Court or Police users to access Scheduling reports which display information about the results of processing the court schedule.
Post Scheduling	View Reports	Allows Court or Police users to access Post Scheduling reports which display information about the changes that were made to the court schedule after it was processed.
CMS Docket	Allows users with Read Only role to view officer's actual court dates imported from the Virginia State Case Management System (CMS)
Officer Schedule	Allows users with a Read Only role to select and Officer and view the Officer's court dates.

Police

This role is assigned to Fairfax County Police Department users and members of other ticket writing groups such as Fire Marshals.

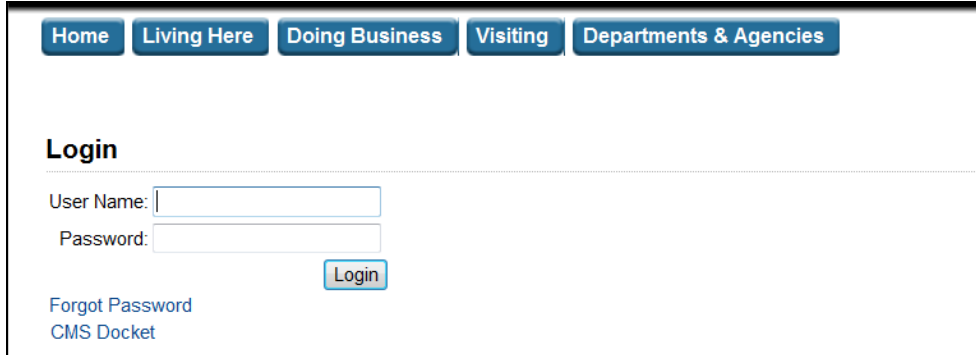| Pre-Scheduling | Memberships | Allows Police users to assign officers from their ticket writing group to a team and specify how often each officer should be scheduled for each court. |
|---|---|
| Pre-Scheduling | Partners | Allows Police users to identify partners from their ticket writing group who should be schedule to attend court together. |
| Pre-Scheduling | Requests | Allows Police users to add additional requests for court dates, delete requests that are not needed, and adjust the number of cases the officer from their ticket writing group is expected to generate for a court date. |
| Pre-Scheduling | Unavailable | Allows Police users to specify when an officer from their ticket writing group will be on leave or in training. |
| Pre-Scheduling | Team Settings | Allows Police users to specify the team minimum, default case count, and workday pattern for teams from their ticket writing group. |
| Pre-Scheduling | Workday Patterns | Allows Police users to create new workday patterns. |
| Pre-Scheduling | View Reports | Allows Court or Police users to access Pre-Scheduling reports which display information about data entered when preparing for next year's court schedule. |
| Scheduling | Schedule Unfulfilled Requests | Allows Police users to manually schedule requests for court dates from their ticket writing group that were not automatically scheduled. |
| Scheduling | View Reports | Allows Court or Police users to access Scheduling reports which display information about the results of processing the schedule. |
| Post Scheduling | Adjust Officer Schedule | Allows Police users to reschedule or cancel court dates for officers from their ticket writing group. |
| Post Scheduling | View Reports | Allows Court or Police users to access Post Scheduling reports which display information about the changes that were made to the court schedule after it was processed. |

SysAdmin

This role is assigned to the System Administrator for a ticket writing group.

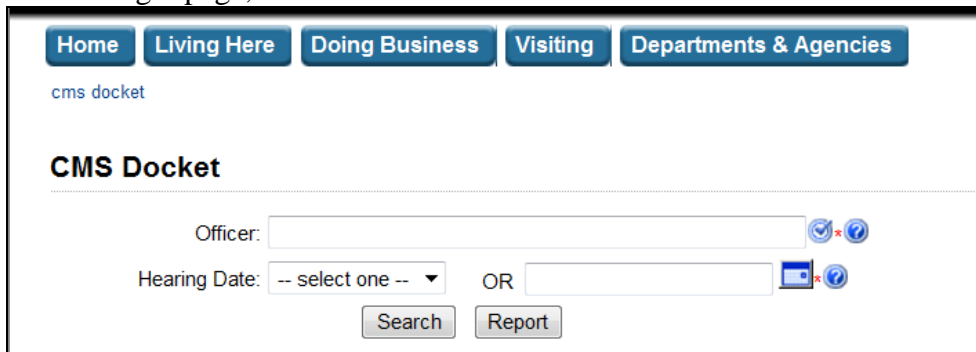|	
SysAdmin	Users	Allows the system administrator to change what a user within the ticket writing group is allowed to do within the application.
SysAdmin	Teams	Allows the system administrator to add or remove a team from their ticket writing group or change what the name of the team.
SysAdmin	Officers	Allows the system administrator to add or remove an officer from their ticket writing group or change what the name of the officer.
SysAdmin	Officer Merge	Allows the system administrator to merge two officers, deleting one.
SysAdmin	Email Settings	Allows Sys Admin for each role group to turn each type of email on or off for that role group. When a type of email is turned off for a role group, the application will no longer automatically send that type of email to users that belong to that role group.
SysAdmin	Role Group Settings	Allows the system administrator to edit the email address of their role group.

Basic Functionality

Any User: CMS Docket

Allows any user with access to www.fairfaxcounty.gov to view officer's actual court dates imported from the Virginia State Case Management System (CMS) without logging in to CSS.
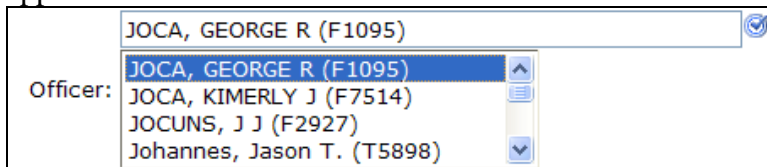
1. **Open the page.**

On the Login page, click the CMS Docket link.

2. **Enter the officer's EIN or the first few letters of the officer's last name.**

Press Enter or click ☑ to check the partial name or EIN entered. A list of matching officer appears.

3. **Select the Officer.**

Click to highlight the officer. After an officer is selected, all of his future hearing dates (today and beyond) available from CMS will be listed in the Hearing Date dropdown box.

4. **Select the Hearing Date.**

Select a hearing date from the dropdown box or enter a hearing date in the textbox. The dropdown box only lists the officer's hearing dates on or after the current date. For past hearing dates, type the date in the text box next to the dropdown box.

5. **Click Search.**

Click Search to display CMS cases for the selected officer and hearing date. The search result lists defendant name, hearing time, case number, case type, hearing type, attorney name, status, offense date, and charge for the selected officer and hearing date in order by defendant name, hearing time, and case number.

CMS Docket

Officer: JOCA, GEORGE R (F1095/314840)

Hearing Date: 01/29/2014 OR

Search   Report

Defendant Name	Hearing Time	Case Number/Type	Hearing Type	Attorney Name	Status	Offense Date	Charge
BARRAGAN, MARTA C	09:30	059GT1400692900 Infraction				01/12/2014	46.2-613(1) OPERATE/PERMT OP UNLIC MTR VEH
CAPARELLI, GRIFFIN NELSON	09:30	059GT1400692800 Infraction			Waived	01/10/2014	C.46.2-878 60/40 SPEEDING
CORDES, JACK MICHAEL	09:30	059GT1327744000 Infraction				12/29/2013	46.2-613(1) OPERATE/PERMT OP UNLIC MTR VEH
MENDEZ, ELIZABETH ADELA	09:30	059GT1400428200 Infraction				01/06/2014	46.2-613(1) OPERATE/PERMT OP UNLIC MTR VEH
STROTMAN, SARAH L	09:30	059GT1400633000 Misdemeanor				11/25/2013	A.46.2-862 080/45 RECKLESS

6. **Click Report.**

Click Report to display the search results in Microsoft Word. For each of the team name, officer name, court name and hearing date, the report lists defendant name, hearing time, case number, case type, hearing type, attorney name, status, offense date, and charge in order by defendant name, hearing time, and case number.

Court Scheduling System (CSS) – CMS Docket
Team: West Springfield Station Evening A
Officer: JOCA, GEORGE R (F1095/314840)
Court: General District Traffic Court – Hearing Date: 01/29/2014

Defendant Name	Hearing Time	Case Number	Hearing Type	Attorney	Status	Offense Date	Charge
BARRAGAN, MARTA C	09:30	059GT1400692900 Infraction				01/12/2014	46.2-613(1) OPERATE/PERMT OP UNLIC MTR VEH
CAPARELLI, GRIFFIN NELSON	09:30	059GT1400692800 Infraction			Waived	01/10/2014	C.46.2-878 60/40 SPEEDING
CORDES, JACK MICHAEL	09:30	059GT1327744000 Infraction				12/29/2013	46.2-613(1) OPERATE/PERMT OP UNLIC MTR VEH
MENDEZ, ELIZABETH ADELA	09:30	059GT1400428200 Infraction				01/06/2014	46.2-613(1) OPERATE/PERMT OP UNLIC MTR VEH
STROTMAN, SARAH L	09:30	059GT1400633000 Misdemeanor				11/25/2013	A.46.2-862 080/45 RECKLESS

Throughout the Application

The following functionality is available throughout the application.

Police Users: Schedule Default

For Police Users, once you have selected a schedule on a page, when you move to a new page, the schedule you previously selected will be selected on the new page by default. For example, a Police user logs into the application and chooses Pre-Scheduling | Memberships from the menu. Since this is the first page the Police user has accessed, the most recent schedule is selected by default.

The Police user selects the 1/1/2011 – 12/31/2011 schedule from the dropdown and modifies some memberships.

Then the Police user chooses Pre-Scheduling | Requests from the menu.

When the page opens, the 1/1/2011 – 12/31/2011 schedule is selected by default.

Police Users: Team Default

For Police Users, once you have selected a team on a page, when you move to a new page, the team you previously selected will be selected on the new page by default. For example, a Police user logs into the application and chooses Pre-Scheduling | Memberships from the menu. Since this is the first page the Police user has accessed, the first team is selected by default.

The Police user selects the West Springfield Station Evening A team from the dropdown and modifies a membership.

Then the Police user chooses Pre-Scheduling | Training and Leave from the menu.

When the page opens, the West Springfield Station Evening A team is selected by default.

Police Users: Find Officer

Allows a Police user to find an officer without knowing the team the officer is a member of. The may only find officers that belong to the same ticket writing group as the user. For example, Fairfax County Police users may only find Fairfax County Police Officers, Fire Marshal users may only find Fire Marshals, etc.

1. **Open the page.**

Choose Find Officer from the menu.

2. **Enter the officer's EIN or the first few letters of the officer's last name.**

Press Enter or click ✅ to check the partial name or EIN entered. A list of matching officer appears.

3. **Select the Officer.**

Click to highlight the officer.

4. **Enter the As Of Date.**

Defaults to today's date. Finds the team the officer is a member of as of this date.

5.   Select the Go To page.

Defaults to Adjust Officer Schedule. Goes to the selected page.

6.   Click Go.

Displays the selected officer as of the specified date on the specified page. If the current user does not have permission to the team the officer is a member of as of the specified date, a message is displayed instead of the specified page.

Read Only Users: CMS Docket

Allows users with Read Only access to view officer's actual court dates imported from the Virginia State Case Management System (CMS).
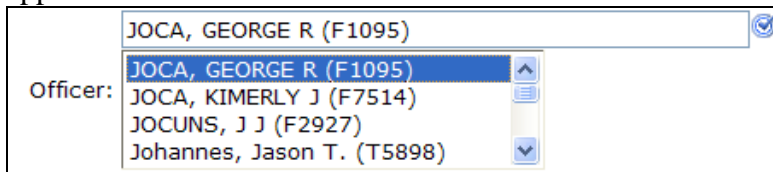

1.   Open the page.

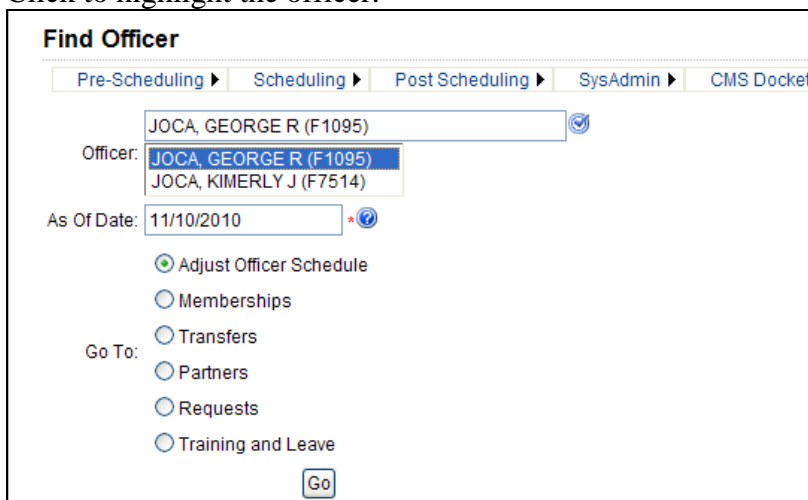Choose CMS Docket from the menu.

2.   Enter the officer's EIN or the first few letters of the officer's last name.

Press Enter or click ☑ to check the partial name or EIN entered. A list of matching officer appears.

3.   Select the Officer.

Click to highlight the officer. After an officer is selected, all of his future hearing dates (today and beyond) available from CMS will be listed in the Hearing Date dropdown box.

4. Select the Hearing Date.

Select a hearing date from the dropdown box or enter a hearing date in the textbox. The dropdown box only lists the officer's hearing dates on or after the current date. For past hearing dates, type the date in the text box next to the dropdown box.

5. Click Search.

Click Search to display CMS cases for the selected officer and hearing date. The search result lists defendant name, case number, case type, status, offense date, and charge for the selected officer and hearing date in order by defendant name and case number.

6. Click Report.

Click Report to display the search results in Microsoft Word. For each of the team name, officer name, court name and hearing date/time, the report lists defendant name, case number, status, offense date, and charge in order by defendant name and case number.

Read Only Users: Officer Schedule

Allows users with Read Only access to select an Officer and view the Officer's court dates.

1. **Open the page.**

Choose Officer Schedule from the menu.

2. **Select the Schedule.**
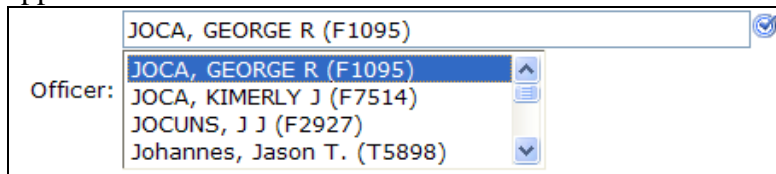
Schedules are listed most recent first.

3. **Select the Court.**

Courts are listed in the order they are processed.

4. **Enter the officer's EIN or the first few letters of the officer's last name.**

Press Enter or click ☑ to check the partial name or EIN entered. A list of matching officer appears.

5. **Select the Officer.**
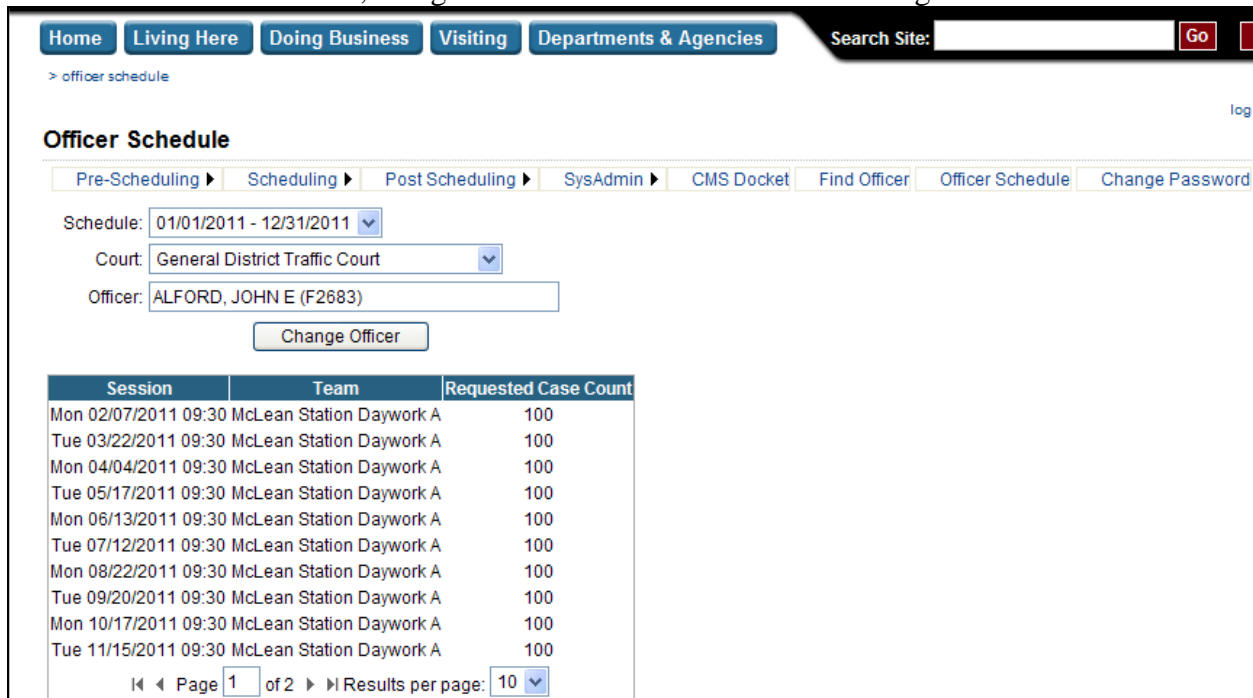
Click to highlight the officer.

6. **Click View Schedule.**

The Sessions that the selected Officer is scheduled to appear in the selected Court during the selected Schedule are listed, along with the Team that the officer belongs to as of the court date.

Selecting another Schedule or Court from the dropdowns, updates the list of Sessions.

7. Click Change Officer, to select another Officer.

The Officer is empty and the list of Sessions no longer appears.

All Users: Change Password

Allows a user to change his/her password.

1. Open the page.

Choose Change Password from the menu.

2. Enter New Password.

Enter the new password to replace the current password.

3. Repeat Password.

Enter the new password a second time for verification.

4. Click Update

The New Password must match the Repeat Password. The New Password must not be the same as the current password. The New Password must be at least 8 characters long, but not more than 20 characters long. The New Password must contain at least one uppercase letter. The New Password must contain at least one lowercase letter. The New Password must contain at least one number.

Preparing Next Year's Schedule

Once a year, usually in the late summer or early fall, the court schedules for the next year are set. Court users specify which days each court will be open and estimate how many cases each court will be able to accommodate each day. Police users copy team memberships from the previous year and make any adjustments that are necessary.

Police Users: Copy Memberships from Previous Year

Once Police users are notified that the new Schedule Start and End dates have been entered, they may begin by copying team memberships from the previous year.

1. **Open the page.**

Choose Pre-Scheduling | Memberships from the menu.

2. **Select the Schedule.**

Schedules are listed most recent first.

3. **Select the Team.**

Teams are listed in order by name. Only Teams that the current Police user has been granted access to are listed.

4. **Click Copy.**

Any Memberships for the selected Team that were active on the last day of the previous schedule are copied over to the currently selected Schedule and the Membership Start and End for each Membership is set to match the selected Schedule Start and End. No two Memberships for the same Officer may overlap.

Police User: Delete Memberships for Officers No Longer on the Team

Once the Memberships from the previous schedule have been copied, memberships for officers no longer on the team may be deleted.

1. **Open the page.**

Choose Pre-Scheduling | Memberships from the menu.

2. **Select the Schedule.**

Schedules are listed most recent first.

3. **Select the Team.**

Teams are listed in order by name. Only Teams that the current Police user has been granted access to are listed.

4. **Click Delete.**

Click the Delete link next to the existing Membership. A confirmation message will appear. Click OK on the confirmation message to delete the Membership. If the officer has already been scheduled for court, deleting the Membership also un-schedules the officer for any court dates between the Membership Start and End Dates and notifies Court users via email. If the officer has a partner, the partnership must be deleted prior to deleting the Membership.

Police User: Add Memberships for Officers Joining the Team

Once the Memberships from the previous schedule have been copied, memberships for officers joining the team may be added.

1. **Open the page.**

Choose Pre-Scheduling | Memberships from the menu.

2. **Select the Schedule.**

Schedules are listed most recent first.

3. **Select the Team.**

Teams are listed in order by name. Only Teams that the current Police user has been granted access to are listed.

4. **Enter the officer's EIN or the first few letters of the officer's last name.**

Press Enter or click ☑ to check the partial name or EIN entered. A list of matching officer appears.

5. **Select the Officer.**

Click to highlight the officer.

6. **Enter the Membership Start.**

Date the officer began membership in the team during this schedule. Defaults to the first day of the schedule (usually the first day of the calendar year). Must be completed. Must be a valid date. Must be between the Schedule Start and End Dates. Must be on or before Membership End.

7. Enter the Membership End.

Date the officer ended membership in the team during this schedule. Defaults to the last day of the schedule (usually the last day of the calendar year). Must be completed. Must be a valid date. Must be between the Schedule Start and End Dates.

8. Click Insert.

9. Enter the Case Count for each Court.

Estimated case count for this officer for each time this officer is scheduled for court during this membership. If the officer has history, defaults based on the number of cases generated by the officer in the past. If the officer does not have history, defaults to the Team's default case count. Must be completed. Must be a valid number. Must be between 1 and the Max Case Count Per Officer set for the Team by the system administrator.

10. Select the Frequency for each Court.

How often the officer should be scheduled to attend the court. Since court dates will be assigned manually (not selected by the system), "do not schedule" is the only choice. Must be completed.

11. Select the Preferred Day.

Day of the week that the officer prefers to attend the court.

12. Enter the Prefer Workday.

Whether or not the officer prefers to attend the court on a workday. Defaults to Yes. Must be completed.

13. Click Update.

No two Memberships for the same Officer may overlap.

Police Users: Copy Partners from the Previous Year

In situations where there are partners who should be scheduled to attend court together on an ongoing basis, Police users may copy partners from the previous year.

1. **Open the page.**

Choose Pre-Scheduling | Partners from the menu.

2. **Select the Schedule.**

Schedules are listed most recent first.

3. **Select the Team.**

Teams are listed in order by name. Only Teams that the current Police user has been granted access to are listed.

4. **Click Copy.**

Any Partnerships for the selected Team that were active on the last day of the previous schedule are copied over to the currently selected. Memberships must be copied before Partnerships may be copied.

Police Users: Delete Partnerships That Have Ended

Once the Partnerships from the previous schedule have been copied, partnerships that have ended may be deleted.

1. **Open the page.**

Choose Pre-Scheduling | Partners from the menu.

2. **Select the Schedule.**

Schedules are listed most recent first.

3. **Select the Team.**

Teams are listed in order by name. Only Teams that the current Police user has been granted access to are listed.

4. **Click Delete.**

Click the Delete link next to the existing Partnership. A confirmation message will appear. Click OK on the confirmation message to delete the Partnership.

Police User: Add New Partnerships That Have Started

Once the Partnerships from the previous schedule have been copied, new Partnerships may be added.

1. **Open the page.**

Choose Pre-Scheduling | Partners from the menu.

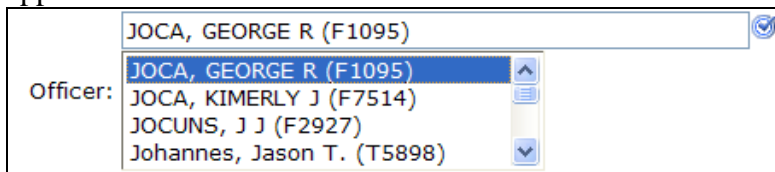2. **Select the Schedule.**

Schedules are listed most recent first.

3. **Select the Team.**

Teams are listed in order by name. Only Teams that the current Police user has been granted access to are listed.

4. **Select the Officer.**

Officers are listed in order by name. Only officers on the selected team during the selected schedule are listed.

5. **Select the Partner.**

Officers are listed in order by name. Only officers on the selected team during the selected schedule are listed.

6. **Click Insert.**

Each Membership may have only one Partner.

Police Users: Delete Requests That Are Not Required

If Police users know that a court date is not required for certain officers during certain months, they may delete those requests for court dates.

1. Open the page.

Choose Pre-Scheduling | Requests from the menu.

2. Select the Schedule.

Schedules are listed most recent first.

3. Select the Team.

Teams are listed in order by name. Only Teams that the current Police user has been granted access to are listed.

4. Select the Officer.

Officers are listed in order by name. Only officers on the selected team during the selected schedule are listed.

5. Select the Court.

Courts are listed in the order they are processed.

6. Click Delete.

Click the Delete link next to the existing Request. A confirmation message will appear. Click OK on the confirmation message to delete the Request.

Police Users: Add Additional Requests for Peak Months

If Police users know that additional court dates may be required for certain officers during certain months, they may add additional requests for court dates.

1. **Open the page.**

Choose Pre-Scheduling | Requests from the menu.

2. **Select the Schedule.**

Schedules are listed most recent first.

3. **Select the Team.**

Teams are listed in order by name. Only Teams that the current Police user has been granted access to are listed.

4. **Select the Officer.**

Officers are listed in order by name. Only officers on the selected team during the selected schedule are listed.

5. **Select the Court.**

Courts are listed in the order they are processed. Only courts that the team is allowed to attend are listed.

6. **Enter the Request Start.**

Start date of the period of time during which the officer should be scheduled (usually the first day of the month). Must be completed. Must be a valid date. Must be between the Membership Start and End Dates for the selected Officer. Must be on or before the Request End.

7. **Enter the Request End.**

End date of the period of time during which the officer should be scheduled (usually the last day of the month). Must be completed. Must be a valid date. Must be between the Membership Start and End Dates for the selected Officer.

8. Enter the Case Count.

Estimated number of cases the officer is expected to generate for the court date. Must be completed. Must be a valid number. Must be between 1 and 500. Must not be more than the Max Case Count Per Officer set for the selected Team for the selected court by the system administrator for that court.

9. Click Insert.

Police Users: Change Requests for Court Dates

If Police users know that the case count for certain officers for certain months may be higher or lower than other months, they may adjust those requests for court dates.

1. **Open the page.**

Choose Pre-Scheduling | Requests from the menu.

2. **Select the Schedule.**

Schedules are listed most recent first.

3. **Select the Team.**

Teams are listed in order by name. Only Teams that the current Police user has been granted access to are listed.

4. **Select the Officer.**

Officers are listed in order by name. Only officers on the selected team during the selected schedule are listed.

5. **Select the Court.**

Courts are listed in the order they are processed.

6. **Click Edit.**

Click the Edit link next to the existing Request. The Request is displayed for editing.

7. **Enter the Request Start.**

Start date of the period of time during which the officer should be scheduled (usually the first day of the month). Must be completed. Must be a valid date. Must be between the Membership Start and End Dates for the selected Officer. Must be on or before the Request End.

8. Enter the Request End.

End date of the period of time during which the officer should be scheduled (usually the last day of the month). Must be completed. Must be a valid date. Must be between the Membership Start and End Dates for the selected Officer.

9. Enter the Case Count.

Estimated number of cases the officer is expected to generate for the court date. Must be completed. Must be a valid number. Must be between 1 and 500. Must not be more than the Max Case Count Per Officer set for the selected Team for the selected Court by the system administrator for that Court.

10. Click Update.

Police Users: Specify Unavailable Dates

If Police users know of any specific dates that officers will be on leave or in training, they may specify those dates.

1. **Open the page.**

Choose Pre-Scheduling | Unavailable from the menu.

2. **Select the Schedule.**

Schedules are listed most recent first.

3. **Select the Team.**

Teams are listed in order by name. Only Teams that the current Police user has been granted access to are listed.

4. **Select the Officer.**

Officers are listed in order by name. Only officers on the selected team during the selected schedule are listed.

5. **Enter Unavailable Start.**

Start date of the date range that the officer is not available to attend court due to training or leave. Must be completed. Must be a valid date. Must be between the Membership Start and End Dates for the officer. Must be on or before the Training/Leave End.

6. **Enter Unavailable End.**

End date of the date range that the officer is not available to attend court due to training or leave. Must be completed. Must be a valid date. Must be between the Membership Start and End Dates for the officer.

7. **Click Insert.**

No two Unavailable ranges for the same officer may overlap.

Police Users: Change Unavailable Dates

If Police users make a mistake or the Unavailable dates for an officer change, they may change the Unavailable dates.

1. **Open the page.**

Choose Pre-Scheduling | Unavailable from the menu.

2. **Select the Schedule.**

Schedules are listed most recent first.

3. **Select the Team.**

Teams are listed in order by name. Only Teams that the current Police user has been granted access to are listed.

4. **Select the Officer.**

Officers are listed in order by name. Only officers on the selected team during the selected schedule are listed.

5. **Click Edit.**

Click the Edit link next to the Unavailable dates. The dates are displayed for editing.

6. **Enter Unavailable Start.**

Start date of the date range that the officer is not available to attend court due to training or leave. Must be completed. Must be a valid date. Must be between the Membership Start and End Dates for the officer. Must be on or before the Unavailable End.

7. **Enter Unavailable End.**

End date of the date range that the officer is not available to attend court due to training or leave. Must be completed. Must be a valid date. Must be between the Membership Start and End Dates for the officer.

8. **Click Update.**

No two Unavailable ranges for the same officer may overlap.

Police Users: Delete Unavailable Dates

If Police users make a mistake or the Unavailable dates for an officer are cancelled, they may be deleted.

1. **Open the page.**

Choose Pre-Scheduling | Unavailable from the menu.

2. **Select the Schedule.**

Schedules are listed most recent first.

3. **Select the Team.**

Teams are listed in order by name. Only Teams that the current Police user has been granted access to are listed.

4. **Select the Officer.**

Officers are listed in order by name. Only officers on the selected team during the selected schedule are listed.

5. **Click Delete.**

Click the Delete link next to the existing Unavailable. A confirmation message will appear. Click OK on the confirmation message to delete the Unavailable.

Police Users: Specify Team Settings

Police Users verify that the team settings are correct. If there is a mistake or the team settings have changed, they may be changed.

1. **Open the page.**

Choose Pre-Scheduling | Team Settings from the menu.

2. **Select the Team.**

Teams are listed in order by name. Only Teams that the current Police user has been granted access to are listed.

3. **Enter the Min Officers.**

Minimum number of officers who must remain available (not scheduled for court) on any given day for the team to function. Must be completed. Must be a valid number. Must be between 0 and 50.

4. **Enter the Honor Min.**

Whether or not to allow team minimum to be broken. Must be completed.

5. **Enter the Workday Pattern.**

Identifies the pattern of days that the team works. Must be completed. Click the Calendar button to view the selected pattern on the calendar. Click the Calendar button a second time to hide the calendar. The calendar is for display only and does not allow the pattern to be changed. If the pattern of days that a team works is not listed in the dropdown, it may be added (see Police Users: Add Workday Patterns below).

6. **Enter the Default Case Count.**

When history information for an officer is not available, this number will be used when estimating the number of cases an officer will generate. Must be completed. Must be a valid

number. Must be between 1 and the Max Case Count Per Officer set for this Team by the system administrator.

7. Enter the Default Frequency.

When history information for an officer is not available, this frequency will be used when adding new membership for an officer within the selected team and court. Must be completed. Must be a valid frequency (*do not schedule, 1 time per month, 2 times per month, 1 time every 2 months, 1 time every 3 months, 3 times per month*).
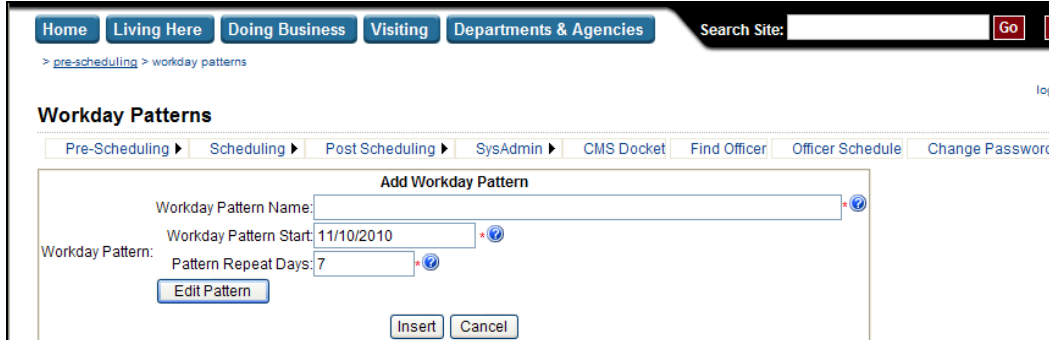
8. Click Update.

Police Users: Add Workday Patterns

If the pattern of days that a team works is not listed in the Workday Pattern dropdown on the Team Settings page, it may be added.

1. **Open the page.**

Choose Pre-Scheduling | Workday Patterns from the menu.

2. **Enter the Workday Pattern Name.**

Descriptive name for this pattern of workdays. Must be completed. Must be less than 50 characters long.

3. **Enter the Workday Pattern Start.**
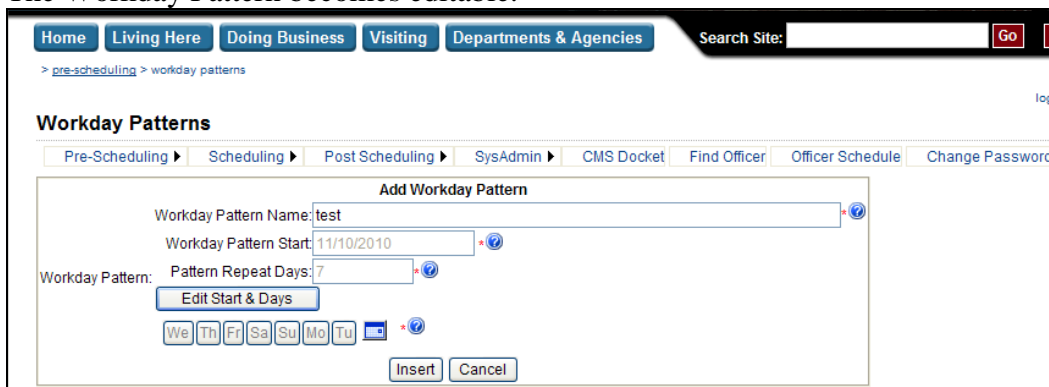
Date to use as the start for this pattern of workdays. Must be completed. Must be a valid date.

4. **Enter the Workday Repeat Days.**

The number of days before the pattern repeats. Must be completed. Must be a valid number. Must be between 1 and 50.

5. **Click Edit Pattern.**

The Workday Pattern becomes editable.

6. **Enter the Workday Pattern.**

Click on the days of the week to select/unselect them until the pattern has been entered. You may click the Calendar ▦ button to view the pattern on the calendar. The calendar is for display only.

7.   **Click Insert.**

Police Users: Change Workday Patterns

If Police users make a mistake when entering a Workday Pattern it may be corrected.

1. **Open the page.**

Choose Pre-Scheduling | Workday Patterns from the menu.

2. **Click Edit.**

Click the Edit link next to the existing Workday Pattern.

3. **Enter the Workday Pattern Name.**

Descriptive name for this pattern of workdays. Must be completed. Must be less than 50 characters long.

4. **Enter the Workday Pattern Start.**

Date to use as the start for this pattern of workdays. Must be completed. Must be a valid date.

5. **Enter the Workday Repeat Days.**

The number of days before the pattern repeats. Must be completed. Must be a valid number. Must be between 1 and 50.

6. **Click Edit Pattern.**

The Workday Pattern becomes editable.

7. **Enter the Workday Pattern.**

Click on the days of the week to select/unselect them until the pattern has been entered. You may click the Calendar button to view the pattern on the calendar. The calendar is for display only.

8. **Click Update.**

Determine Next Year's Schedule

Court and Police users agree on a date for processing the schedule. When that date is reached, the schedule is processed, automatically assigning court dates to officers. Once the schedule has been processed, Police users may manually select court dates for officers who could not be automatically scheduled.

Police Users: Schedule Unfulfilled Requests

When the processing date is reached (if it has not be postponed or cancelled), the schedule is processed, automatically assigning court dates to officers and all CSS users are notified by email that the schedule has been processed. Once the schedule has been processed, Police users may manually select court dates for officers who could not be automatically scheduled.

1. **Open the page.**

Choose Scheduling | Schedule Unfulfilled Requests from the menu.

2. **Select the Schedule.**

Schedules are listed most recent first. Only Schedules that have been processed are listed.

3. **Select the Team.**

Teams are listed in order by name. Only Teams that the current Police user has been granted access to are listed.

4. **Click Schedule.**

Click the Schedule link next to the Request.

5. Select the Session.

Only sessions for the court the request is for, between the Request Start and End dates that are at least 30 days in the future are listed (unless the current user has a Role that has been granted permission to set dates less than 30 days in the future using Sys Admin | Courts). Sessions when the officer is known to be in training or on leave are excluded from the list. Sessions when the officer is known to be scheduled for another court are excluded from the list. Sessions that do not have enough room left are excluded from the list. If scheduling the officer for a Session would cause the Team minimum to be broken and the Team has specified that the minimum should not be broken, the Session is excluded from the list.

The number in parentheses next to the session time indicates the number of remaining cases for the session. The higher the number, the more room left. A "W" next to the session indicates that the session falls on a workday for the officer. A "*" next to the session indicates that it falls on the officer's assigned day of the week and meets the officer's preference for going on a workday or non-workday. If the officer was previously scheduled for a court date during the request date range, that court date is selected by default but may be changed by selecting another date from the dropdown.

6. Click Update.

The number of cases an officer is expected to generate for a single court date may not exceed the Max Case Count Per Officer set for the Team by the system administrator for the court.

Police Users: Copy Officer Court Dates

After the schedule has been processed, Police users may copy all court dates within the selected schedule and court from one officer to other officer(s) within the team.

1. Open the page.

Choose Scheduling | Copy Officer Court Dates from the menu.

2. Select the Schedule.

Schedules are listed most recent first. Only Schedules that have been processed are listed.

3. Select the Team.

Teams are listed in order by name. Only Teams that the current Police user has been granted access to are listed.

4. Select the Court

Courts are listed in the order they are processed.

5. Select the From Officer.

From Officers are listed in order by name. Only officers on the selected team during the selected schedule are listed. Must be completed.

6. Select the To Officer(s).

To Officers are listed in order by name. Only officers on the selected team during the selected schedule are listed. The selected From Officer is excluded from the list. Must be completed.

7. Click Copy.

Only visible when the selected From Officer has at least one court date for the selected court during the selected schedule. Click the Copy button to copy all court dates within the selected schedule and court from the selected From Officer to the selected To Officer(s).

For each of the court dates of the From Officer,

- If a request already exists for the To Officer for the same Court, Request Start and Request End dates with no court date scheduled, the court date will be assigned to that request

- Else, a request will be created for the To Officer and the court date will be assigned

Adjust the Schedule on an Ongoing Basis

Once the schedule has been processed, as changes occur throughout the year, the schedule may be modified to reflect those changes. The Court may need to cancel a session. Officers may join and leave teams mid-year. An officer may need to reschedule or cancel or change the number of cases they expect to generate for a court date.

Police Users: Transfer Officer

Allows a Police user to move an officer from one team to another, without deleting the officer's court dates.

1. **Open the page.**

Choose Pre-Scheduling | Transfers from the menu.

2. **Select the Schedule.**

Select the Schedule during with the transfer should occur.

3. **Select the From Team.**

Select the Team that contains the officer to transfer.

4. **Select the Officer.**

Select the officer to transfer.

5. **Select the To Team.**

Select the team to transfer the officer to.

6. **Enter the As Of Date.**

Enter the effective date of the transfer. Must be a valid date between the start and end dates of the officer's Membership. Must not be in the middle of an officer's Training/Leave. Must not be in the middle of an officer's Request (for example, if an officer's Requests are monthly, the As Of Date must be the first day of a month).

7. **Click Transfer.**

The Case Count on the officer's Membership must not exceed the Max Case Count Per Officer for the new Team. The Case Counts on the officer's Requests must not exceed the Max Case Count Per Officer for the new Team. An officer's scheduled cases for a single Session must not exceed the Max Case Count Per Officer for the new Team.

As part of the transfer, the Membership in the old Team is ended on the day before the As Of Date. The Membership in the new Team begins on the As Of Date and continues through to the original end of the Membership in the old Team. Any Requests, scheduled court dates, or Training/Leave dates that are on or after the As Of Date are transferred to the Membership in the new Team. If the As Of Date is the same as the start date of the Membership in the old Team, then the entire Membership is moved to the new Team. If the transfer is successful, the Memberships page for the new Team is displayed.

Police Users: Officer Leaves Team Mid-Year

When an officer leaves a team mid-year, Police users may modify the officer's membership to reflect the change.

1. **Open the page.**

Choose Pre-Scheduling | Memberships from the menu.

2. **Select the Schedule.**

Schedules are listed most recent first.

3. **Select the Team.**

Teams are listed in order by name. Only Teams that the current Police user has been granted access to are listed.

4. **Click Edit.**

Click the Edit link next to the officer's Membership.

5. **Enter the Membership End.**

Date the officer ended membership in the team. Must be completed. Must be a valid date. Must be between the Schedule Start and End dates. Must be on or after the Membership Start.

6. **Click Update.**

Any court dates assigned to the officer after the new Membership End and before the old Membership End are automatically cancelled and Court users are notified via email.

7. **Select the Schedule.**

If the officer's Membership has already been copied over to next year, it should be deleted. Select next year's schedule.

8. Click Delete.

Click the Delete link next to the existing Membership. A confirmation message will appear.
Click OK on the confirmation message to delete the Membership. If the officer has already been
scheduled for court, deleting the Membership also un-schedules the officer for any court dates
between the Membership Start and End Dates and Court users are notified via email. If the
officer has a partner, the partnership must be deleted prior to deleting the Membership.

Police Users: Officer Joins Team Mid-Year

When an officer joins a team mid-year, Police users may add the officer's membership to reflect the change (see Police User: Add Memberships for Officers Joining the Team above).

If a Membership is added to a Schedule that has already been processed, when the Membership is inserted, a window appears prompting the user to manually schedule the newly added requests. If the officer was previously scheduled for these date ranges under an old membership, those court dates are defaulted, but may be changed by selecting a different date from the dropdown.

Click Update to schedule the requests or click Cancel to skip scheduling the requests and you may schedule the requests later using Adjust Officer Schedule.

If the Memberships for the team have already been copied over to the next year and this officer will continue on this team into the next year, remember to add a Membership for this officer to next year's schedule as well (see Police User: Add Memberships for Officers Joining the Team above).

Court or Police Users: Cancel a Court Date for an Officer

When an officer needs to cancel and the session is not a Court Controlled session, Police users may adjust the officer's schedule. When an officer needs to cancel and the session is a Court Controlled session, Court users may adjust the officer's schedule.

1. **Open the page.**

Choose Post Scheduling | Adjust Officer Schedule from the menu.

2. **Select the Schedule.**

Schedules are listed most recent first. Only Schedules that have been processed are listed.

3. **Select the Team.**

Teams are listed in order by name. Only Teams that the current Police user has been granted access to are listed.

4. **Select the Officer.**

Officers are listed in order by name. Only officers on the selected team during the selected schedule are listed.

5. **Select the Court.**

Courts are listed in the order they are processed. Only courts that the team is allowed to attend are listed.

6. **Click Delete.**

Click the Delete link next to the Request. If the current session assigned to the request is Court Controlled, the Delete link will appear for Court users only. If the current session assigned to the request is not Court Controlled, the Delete link will appear for Police users only. A confirmation message will appear. Click OK on the confirmation message to delete the Request, canceling the court date for the officer. If deleted successfully, an email is automatically sent to all Court users notifying them of the cancellation.

Police Users: Add an Additional Court Date for an Officer

When an officer needs an additional court date, Police users may adjust the officer's schedule.

1. **Open the page.**

Choose Post Scheduling | Adjust Officer Schedule from the menu.

2. **Select the Schedule.**

Schedules are listed most recent first. Only Schedules that have been processed are listed.

3. **Select the Team.**

Teams are listed in order by name. Only Teams that the current Police user has been granted access to are listed.

4. **Select the Officer.**

Officers are listed in order by name. Only officers on the selected team during the selected schedule are listed.

5. **Select the Court.**

Courts are listed in the order they are processed. Only courts that the team is allowed to attend are listed.

6. **Enter the Request Start.**

Start date of the period of time during which the officer should be scheduled (usually the first day of the month). Must be completed. Must be a valid date. Must be between the Membership Start and End Dates for the selected Officer. Must be on or before the Request End.

7. **Enter the Request End.**

End date of the period of time during which the officer should be scheduled (usually the last day of the month). Must be completed. Must be a valid date. Must be between the Membership Start and End Dates for the selected Officer.

8. **Enter the Case Count.**

Estimated number of cases the officer is expected to generate for the court date. Must be completed. Must be a valid number. Must be between 1 and 500. Must not be more than the

Max Case Count Per Officer set for the selected Team for the selected court by the system administrator for that court.

9. Click Insert.

An insert successful message appears.

10. Click Schedule.

Click the Schedule link next to the newly added Request.

11. Select the Session.

Only court sessions between the Request Start and End dates that are at least 30 days in the future are listed (unless the current user has a Role that has been granted permission to set dates less than 30 days in the future using Sys Admin | Courts). Sessions when the officer is known to be in training or on leave are excluded from the list. Sessions when the officer is known to be scheduled for Criminal or Juvenile court are excluded from the list. Sessions that do not have enough room left are excluded from the list. If scheduling the officer for a Session would cause the Team minimum to be broken and the Team has specified that the minimum should not be broken, the Session is excluded from the list.

The number in parentheses next to the session time indicates the number of remaining cases for the session. The higher the number, the more room left. A "W" next to the session indicates that the session falls on a workday for the officer. A "*" next to the session indicates that it falls on the officer's assigned day of the week and meets the officer's preference for going on a workday or non-workday. If the officer was previously scheduled for a court date during the request date range, that court date is selected by default but may be changed by selecting another date from the dropdown.

12. Click Update.

The number of cases an officer is expected to generate for a single court date may not exceed the Max Case Count Per Officer set for the Team by the system administrator for that court.

Reports

Court and Police users may access any of the Reports for any Schedule, Team, or Officer.

Pre-Scheduling

Pre-Scheduling reports display information about data entered when preparing for next year's court schedule. To access any of the Pre-Scheduling Reports…

1. **Open the page.**

Choose Pre-Scheduling | View Reports from the menu.

2. **Click the name of the report.**

Click on the name of the report to view.

Pre-Scheduling: Membership Preferences

List of memberships for a team along with their preferred day of the week and whether they prefer to attend court on a workday or non-workday.

1. **Select the Schedule.**

Schedules are listed most recent first.

2. **Select the Team.**

Teams are listed in order by name. Selecting (All) selects all the teams.

3. **Click View.**

The Report is displayed in its own window.

Schedule: 01/01/2010 - 12/31/2010						
Team: Fair Oaks Station Daywork A						
Officer	Start	End	Court	Day	Workday	Frequency
ANTAL, DAVID R (F3782)	01/01/2010	12/31/2010	C	Wed	Yes	1 time every 2 months
ANTAL, DAVID R (F3782)	01/01/2010	12/31/2010	J	Wed	Yes	1 time every 2 months
ANTAL, DAVID R (F3782)	01/01/2010	12/31/2010	T	Wed	Yes	1 time per month
CALFEE, BRIAN C (F2964)	01/01/2010	12/31/2010	C	Wed	Yes	1 time every 2 months
CALFEE, BRIAN C (F2964)	01/01/2010	12/31/2010	J	Wed	Yes	1 time every 2 months
CALFEE, BRIAN C (F2964)	01/01/2010	12/31/2010	T	Wed	Yes	1 time per month
DRINKWATER, JUSTIN R (F2971)	01/01/2010	12/31/2010	C	Tue	Yes	1 time every 2 months
DRINKWATER, JUSTIN R (F2971)	01/01/2010	12/31/2010	J	Tue	Yes	1 time every 2 months
DRINKWATER, JUSTIN R (F2971)	01/01/2010	12/31/2010	T	Tue	Yes	1 time per month
GAYDOS, SHELANE D (F3638)	01/01/2010	12/31/2010	C	Tue	Yes	1 time every 2 months
GAYDOS, SHELANE D (F3638)	01/01/2010	12/31/2010	J	Tue	Yes	1 time every 2 months
GAYDOS, SHELANE D (F3638)	01/01/2010	12/31/2010	T	Tue	Yes	1 time per month
HAMILTON, LANCE A (F3362)	01/01/2010	06/18/2010	C	Thu	Yes	1 time every 2 months
HAMILTON, LANCE A (F3362)	01/01/2010	06/18/2010	J	Thu	Yes	1 time every 2 months
HAMILTON, LANCE A (F3362)	01/01/2010	06/18/2010	T	Thu	Yes	1 time per month

- Only memberships during the specified schedule for the specified team are listed.
- If (All) is selected for Team, then all teams are listed in order by team name with page breaks between each team.
- Within each team, officers on the team are listed in order by name.
- The Membership Start and End dates, Preferred Day, Prefer Workday, and Case Count (Original and Average) are listed for each officer on the team for each court. The Original Case Count is the Case Count that was entered when the membership was created. The Average Case Count is the average Case Count for each request currently associated with the membership/court combination.

Pre-Scheduling: Status of Team Input

List of teams that are missing some pre-scheduling input for court.

```
                    View Report
Report Name: Status of Team Input
   Description: List of teams that are missing some pre-scheduling input.
   Schedule: 01/01/2011 - 12/31/2011  ▾  ⓘ

              [ View ]  [ Cancel ]
```

1. **Select the Schedule.**

Schedules are listed most recent first.

2. **Click View.**

The Report is displayed in its own window.

Schedule: 01/01/2011 - 12/31/2011	
Team Name	**Missing Input**
Animal Control Daywork B	Memberships Not Entered
Animal Control Team A	Memberships Not Entered
Animal Control Team B	Memberships Not Entered
Fairfax County Fire Marshal	Preferred Day Not Entered
Fairfax County Fire Marshal Investigator Shift	Memberships Not Entered
Fairfax County Fire Marshal RDO Tuesday	Preferred Day Not Entered
Fairfax County Sheriff	Preferred Day Not Entered
Fairfax County Sheriff - External	Memberships Not Entered
Fire Marshal Investigator Shift I	Preferred Day Not Entered
Fire Marshal Investigator Shift II	Preferred Day Not Entered
Fire Marshal Investigator Shift III	Preferred Day Not Entered
Fire Marshal Investigator Shift IV	Preferred Day Not Entered
GMU Fairfax Campus	Preferred Day Not Entered

- A team is listed if no memberships are found for the team for the specified schedule or if memberships are found, but at least one of the memberships is missing the Preferred Day.
- Teams are listed in order by team name.
- A message indicating the missing input is shown next to the team name.

Scheduling

Scheduling reports display information about the results of processing the court schedule. To access any of the Scheduling Reports…

Report Name	Description
CMS Docket	List of CMS cases for the selected officer and hearing date.
Court Caseload Calendar	Calendar showing the dates that the selected court is open with the number of officers scheduled and projected cases for those officers.
Court Caseload Chart	Chart showing the dates that the selected court is open with the number of projected cases compared to the min/max cases for the date.
Court Date Availability	For each officer/team combination, lists the next 6 court dates for each court.
GDC Traffic Combined Caseload Chart	Chart showing the dates that the GDC Traffic court is open with the number of projected cases compared to the min/max cases for the date for both Fairfax and non-Fairfax officers combined.
Not Assigned Preferred Day	List of officers who did not get assigned the day of the week that they preferred for each court.
Not Scheduled On Assigned Day	List of times an officer was scheduled for each court on a date that was not on the day of the week they were assigned for that court.
Not Scheduled On Workday Preference	List of times an officer who prefers non-workdays was scheduled for court on a workday and vice versa.
Officer Not Scheduled	List of times an officer requested a court date but was not scheduled.
Officer Schedule by Team	List of traffic, criminal, and juvenile court dates for which an officer was scheduled.
Team Calendar	Calendar showing the dates that officers on the team are scheduled for traffic, criminal, or juvenile court.
Team Minimum Not Met	List of workday dates for a team where the team minimum was broken.

1. **Open the page.**

Choose Scheduling | View Reports from the menu.

2. **Click the name of the report.**

Click the name of the report to view.

Scheduling: CMS Docket

List of CMS cases scheduled for trial for each officer within the selected team.

View Report

Report Name: CMS Docket
Description: List of CMS cases for the selected team and session date.
Team: West Springfield Station Evening A
Session Date: 1/29/2014

[View] [Cancel]

1. Select the Team.

Teams are listed in order by name. Selecting (All) selects all the teams.

2. Enter the Session Date.

Date the CMS cases are scheduled for trial.

3. Click View.

The Report is displayed in its own window.

Court Scheduling System (CSS) – CMS Docket
Team: West Springfield Station Evening A
Officer: DREWRY, DALE A (F3475/306346)
Court: General District Traffic Court – Hearing Date: 01/29/2014

Defendant Name	Hearing Time	Case Number	Hearing Type	Attorney	Status	Offense Date	Charge
ALAM, TAURA AMBER YASMIN	09:30	059GT1325148900 Infraction				11/20/2013	82-4-24 FAIL PAY FULL TIME & ATTENTION
ANTUNEZ MEJIA, OSMARI JAVIER	09:30	059GT1327080400 Misdemeanor				12/13/2013	A.18.2-266 DWI, 1ST
ANTUNEZ MEJIA, OSMARI JAVIER	09:30	059GT1327080500 Misdemeanor				12/13/2013	46.2-300 NO DRIVERS LICENSE
BIER, ROSE MARIE	09:30	059GT1327370000 Infraction				12/19/2013	46.2-833 FAIL TO OBEY TRAFFIC SIGNAL
BUONO, VERA LUCIA	09:30	059GT1325835100 Infraction				11/30/2013	46.2-830 FAIL TO OBEY HIGHWAY SIGN
CANFIELD, RENATE KRISTEN	09:30	059GT1324322800 Misdemeanor				11/04/2013	A.18.2-266 DWI, 1ST
COLLINS, DANIEL	09:30	059GT1400035400 Misdemeanor				12/28/2013	A.18.2-266 DWI, 1ST, BAC .15-.20%

Scheduling: Court Caseload Calendar

Calendar showing the dates that court is open with the number of officers scheduled and projected cases for those officers.

View Report

Report Name: Court Caseload Calendar
Description: Calendar showing the dates that the selected court is open with the number of officers scheduled and projected cases for those officers.
Schedule: 01/01/2011 - 12/31/2011
Court: General District Traffic Court

[View] [Cancel]

1. Select the Schedule.

Schedules are listed most recent first. Only Schedules that have been processed are listed.

2. Select the Court.

Courts are listed in the order they are processed.

3. Click View.

The Report is displayed in its own window.

Court: General District Traffic Court
Month: February 2011

SUN	MON	TUE	WED	THU	FRI	SAT
		1 09:30 AM Officers: 67 (R) 2 (A) Caseload: 532 (R) 6 (A)	**2** 09:30 AM Officers: 83 (R) 4 (A) Caseload: 779 (R) 10 (A)	**3** 09:30 AM Officers: 69 (R) 2 (A) Caseload: 386 (R) 2 (A)	**4**	**5**
6	**7** 09:30 AM Officers: 86 (R) 5 (A) Caseload: 791 (R) 9 (A)	**8** 09:30 AM Officers: 48 (R) 0 (A) Caseload: 673 (R) 0 (A)	**9** 09:30 AM Officers: 79 (R) 3 (A) Caseload: 798 (R) 5 (A)	**10** 09:30 AM Officers: 37 (R) 0 (A) Caseload: 490 (R) 0 (A)	**11** 09:30 AM Officers: 52 (R) 0 (A) Caseload: 438 (R) 0 (A)	**12**
13	**14** 09:30 AM Officers: 63 (R) 1 (A) Caseload: 598 (R) 1 (A)	**15** 09:30 AM Officers: 47 (R) 0 (A) Caseload: 494 (R) 0 (A)	**16** 09:30 AM Officers: 47 (R) 3 (A) Caseload: 780 (R) 8 (A)	**17** 09:30 AM Officers: 88 (R) 1 (A) Caseload: 456 (R) 1 (A)	**18** 09:30 AM Officers: 64 (R) 1 (A) Caseload: 633 (R) 1 (A)	**19**
20	**21**	**22** 09:30 AM Officers: 36 (R) 0 (A) Caseload: 573 (R) 0 (A)	**23** 09:30 AM Officers: 52 (R) 2 (A) Caseload: 800 (R) 2 (A)	**24** 09:30 AM Officers: 59 (R) 1 (A) Caseload: 478 (R) 1 (A)	**25** 09:30 AM Officers: 43 (R) 0 (A) Caseload: 489 (R) 0 (A)	**26**
27	**28** 09:30 AM Officers: 60 (R) 1 (A) Caseload: 589 (R) 1 (A)					

- Displays one month per page showing each date that court is expected to be in session during the specified schedule on the calendar.
- For each court date, displays the session time, number of scheduled and actual officers and number of scheduled and actual cases for those officers. Scheduled data is from CSS, Actual data is from CMS (as of COB of the previous workday).
- Clicking the session time, displays the Court Caseload Calendar Detail for that session.

Team: Fair Oaks Station Daywork B		
Officer	Requested Case Count	Actual Case Count
BATTEN, BRADFORD A (F2037)	10	0

Team: Fair Oaks Station Evening B		
Officer	Requested Case Count	Actual Case Count
BOWMAN, BRIAN K (F3624)	25	0
O'CONNOR, KEVIN M (F3443)	20	8

Team: Fair Oaks Station Midnight B		
Officer	Requested Case Count	Actual Case Count
NORTON, JOSEPH J (F2254)	1	0
WOODWARD, KYLE A (F3850)	20	1

Team: Franconia Station Daywork B		
Officer	Requested Case Count	Actual Case Count
BLAKELY, SCOTT R (F2338)	1	0
SMITH, LEAH M (F3762)	10	0
TRELINSKI, DAVID (F3097)	10	9

- Only teams with officers scheduled for the session are listed.
- Teams are listed in order by team name.
- Within each team, officers are listed by officer name along with the scheduled and actual number of cases for the officer for the session.

Scheduling: Court Date Availability

For each officer/team combination, lists the next 6 court dates for each court.

View Report

Report Name: Court Date Availability
Description: For each officer/team combination, lists the next 6 court dates for each court.

[View] [Cancel]

Court Scheduling System (CSS) - Court Date Availability as of 06/10/2013 01:40 PM

Officer	Badge	Focus EIN	Team	Court	Date	Date	Date	Date	Date	Date
(MOHR)CEASARIO, SAMANTHA A	F3863	315190	Reston Station Evening A	C	07/22/2013	09/30/2013	11/25/2013			
(MOHR)CEASARIO, SAMANTHA A	F3863	315190	Reston Station Evening A	J	06/24/2013	08/19/2013	10/28/2013	12/23/2013		
(MOHR)CEASARIO, SAMANTHA A	F3863	315190	Reston Station Evening A	T	07/08/2013	08/05/2013	09/09/2013	10/23/2013	11/18/2013	12/09/2013
ABRAM, SCOTT J	F3476	301992	Franconia Station Daywork A	C	06/25/2013	08/20/2013	10/15/2013	12/17/2013		
ABRAM, SCOTT J	F3476	301992	Franconia Station Daywork A	J	07/23/2013	09/10/2013	11/26/2013			
ABRAM, SCOTT J	F3476	301992	Franconia Station Daywork A	T	06/11/2013	07/09/2013	08/06/2013	09/03/2013	10/29/2013	11/12/2013
ACEVEDO, ERIC	F3847	300962	West Springfield Station Midnight A	C	07/31/2013	09/11/2013	11/06/2013			
ACEVEDO, ERIC	F3847	300962	West Springfield Station Midnight A	J	06/28/2013	08/09/2013	10/04/2013	12/27/2013		
ACEVEDO, ERIC	F3847	300962	West Springfield Station Midnight A	T	07/17/2013	08/14/2013	09/06/2013	10/09/2013	11/15/2013	12/13/2013

- Officers are listed in order by name (last, first, middle initial) and court abbreviation.
- If an officer has transferred teams and has upcoming dates for both teams, then there are separate entries for each team.

Scheduling: Not Assigned Preferred Day

List of officers who did not get assigned the day of the week that they preferred for court.

View Report
Report Name: Not Assigned Preferred Day
Description: List of officers who did not get assigned the day of the week that they preferred for each court.
Schedule: 01/01/2011 - 12/31/2011 ⌄ ⓘ
Team: West Springfield Station Daywork A ⌄ *
[View] [Cancel]

1. Select the Schedule.

Schedules are listed most recent first. Only Schedules that have been processed are listed.

2. Select the Team.

Teams are listed in order by name. Selecting (All) selects all the teams.

3. Click View.

The Report is displayed in its own window.

Team: Fair Oaks Station Daywork A

Officer	Start	End	Court	Prefers	Partner	Partner Prefers	Assigned
ANTAL, DAVID R (F3782)	01/01/2011	12/31/2011	T	Wed			Thu
WEAVER, BENJAMIN D (F3918)	01/01/2011	12/31/2011	T	Wed			Thu

- Only officers who were not assigned the day of the week they preferred during the specified schedule for the specified team are listed.
- If (All) is selected for team, then all teams are listed and officers are grouped by team.
- Within each team, officers are listed in order by name.
- For each officer, the officer's Membership Start and End dates, the day of the week the officer prefers, the name of the officer's partner (if any) and the day of the week the partner prefers, and the day of the week assigned to the officer are shown.

Scheduling: Not Scheduled On Assigned Day

List of times an officer was scheduled for court on a date that was not on the day of the week they were assigned.

View Report

Report Name: Not Scheduled On Assigned Day

Description: List of times an officer was scheduled for each court on a date that was not on the day of the week they were assigned for that court.

Schedule: 01/01/2011 - 12/31/2011

Team: (All)

View   Cancel

1. Select the Schedule.

Schedules are listed most recent first. Only Schedules that have been processed are listed.

2. Select the Team.

Teams are listed in order by name. Selecting (All) selects all the teams.

3. Click View.

The Report is displayed in its own window.

Team: Fair Oaks Station Daywork A

Officer	Court	Assigned	Court Date
ANTAL, DAVID R (F3782)	General District Criminal Court	Wed	Mon 05/02/2011
ANTAL, DAVID R (F3782)	General District Criminal Court	Wed	Thu 07/07/2011
HOLMES, LYLE H (F2424)	General District Criminal Court	Wed	Mon 11/14/2011
JEFFERSON, AARON S (F3555)	General District Criminal Court	Thu	Fri 12/02/2011
LANEY, NATHAN A (F2328)	General District Criminal Court	Fri	Mon 08/22/2011
RUCKER, JASON R (F3542)	General District Criminal Court	Wed	Tue 11/01/2011
STEVENS, CURTIS E (F1922)	General District Criminal Court	Thu	Tue 12/27/2011
WEAVER, MICHAEL W (F3630)	General District Criminal Court	Tue	Wed 03/16/2011
WEAVER, MICHAEL W (F3630)	General District Criminal Court	Tue	Mon 07/11/2011
ANTAL, DAVID R (F3782)	General District Traffic Court	Thu	Fri 02/11/2011
ANTAL, DAVID R (F3782)	General District Traffic Court	Thu	Mon 04/18/2011
ANTAL, DAVID R (F3782)	General District Traffic Court	Thu	Mon 07/11/2011
ANTAL, DAVID R (F3782)	General District Traffic Court	Thu	Wed 08/17/2011
DRINKWATER, JUSTIN R (F2971)	General District Traffic Court	Tue	Mon 01/24/2011
DRINKWATER, JUSTIN R (F2971)	General District Traffic Court	Tue	Mon 03/07/2011
DRINKWATER, JUSTIN R (F2971)	General District Traffic Court	Tue	Mon 04/04/2011
DRINKWATER, JUSTIN R (F2971)	General District Traffic Court	Tue	Mon 07/25/2011
DRINKWATER, JUSTIN R (F2971)	General District Traffic Court	Tue	Fri 09/23/2011
DRINKWATER, JUSTIN R (F2971)	General District Traffic Court	Tue	Mon 10/03/2011
HOLMES, LYLE H (F2424)	General District Traffic Court	Wed	Tue 11/15/2011
KENNEDY, MATTHEW J (F2959)	General District Traffic Court	Mon	Thu 09/29/2011

- Only officers scheduled for court dates that do not fall on the day of the week assigned to the officer during the specified schedule for the specified team are listed.
- If (All) is selected for team, then all teams are listed and officers are grouped by team.
- Within each team, officers are listed in order by name.
- For each officer, the officer's assigned day and the scheduled court date that does not fall on the assigned day are listed.

Scheduling: Not Scheduled On Workday Preference

List of times an officer who prefers non-workdays was scheduled for court on a workday and vice versa.

View Report

Report Name: Not Scheduled On Workday Preference
Description: List of times an officer who prefers non-workdays was scheduled for court on a workday and vice versa.
Schedule: 01/01/2011 - 12/31/2011
Team: (All) *

[View] [Cancel]

1. **Select the Schedule.**

Schedules are listed most recent first. Only Schedules that have been processed are listed.

2. **Select the Team.**

Teams are listed in order by name. Selecting (All) selects all the teams.

3. **Click View.**

The Report is displayed in its own window.

Team: Fair Oaks Station Daywork B

Officer	Court	Prefer Workday	Court Date
BATTEN, BRADFORD A (F2037)	General District Criminal Court	Yes	Mon 07/11/2011
DORAN, KIM M (F2535)	General District Criminal Court	Yes	Thu 05/26/2011
MORGAN, CAROLINE M (F3509)	General District Criminal Court	Yes	Thu 05/12/2011
ROUTT, DARRELL S (F3497)	General District Criminal Court	Yes	Thu 08/18/2011
SAWYER, CHRISTOPHER D (F2221)	General District Criminal Court	Yes	Fri 12/16/2011
WEAVER, MICHAEL J (F1833)	General District Criminal Court	Yes	Mon 07/11/2011
SAWYER, CHRISTOPHER D (F2221)	General District Traffic Court	Yes	Fri 11/04/2011
ARCHER, DWAYNE A (F3765)	Juvenile and Domestic Relations Court	Yes	Fri 12/02/2011
SAWYER, CHRISTOPHER D (F2221)	Juvenile and Domestic Relations Court	Yes	Fri 11/18/2011

- Only officers scheduled for a court date that falls on a workday when the officer prefers non-workdays or vice versa during the specified schedule for the specified team are listed.
- If (All) is selected for team, then all teams are listed and officers are grouped by team.
- Within each team, officers are listed in order by name and then by court date.
- For each officer, the officer's workday preference and the scheduled court date that does not fall according to the officer's workday preference are listed.

Scheduling: Officer Not Scheduled

List of times an officer requested a court date but was not scheduled.

1. **Select the Schedule.**

Schedules are listed most recent first. Only Schedules that have been processed are listed.

2. **Select the Team.**

Teams are listed in order by name. Selecting (All) selects all the teams.

3. **Click View.**

The Report is displayed in its own window.

Court Scheduling System (CSS) – Officer Not Scheduled as of 11/15/2010 10:27 AM
Court: T-Traffic, C-Criminal, J-Juvenile

Schedule: 01/01/2011 - 12/31/2011
Team: Fair Oaks Station Daywork B

Officer	Court	Start	End	Case Count	Assigned Day	Prefer Workday
DORAN, KIM M (F2535)	T	02/01/2011	02/28/2011	1	Thu	Yes
DORAN, KIM M (F2535)	T	03/01/2011	03/31/2011	1	Thu	Yes
DORAN, KIM M (F2535)	T	04/01/2011	04/30/2011	1	Thu	Yes
DORAN, KIM M (F2535)	T	05/01/2011	05/31/2011	1	Thu	Yes
DORAN, KIM M (F2535)	T	06/01/2011	06/30/2011	1	Thu	Yes
DORAN, KIM M (F2535)	T	07/01/2011	07/31/2011	1	Thu	Yes
DORAN, KIM M (F2535)	T	08/01/2011	08/31/2011	1	Thu	Yes
DORAN, KIM M (F2535)	T	09/01/2011	09/30/2011	1	Thu	Yes
DORAN, KIM M (F2535)	T	10/01/2011	10/31/2011	1	Thu	Yes
DORAN, KIM M (F2535)	T	11/01/2011	11/30/2011	1	Thu	Yes
DORAN, KIM M (F2535)	T	12/01/2011	12/31/2011	1	Thu	Yes

- Only officers on the specified team who have requested court dates that have not been scheduled during the specified schedule are listed.
- If (All) is selected for team, then all teams are listed and officers are grouped by team.
- Within each team, officers are listed in order by name and then by request start date.
- For each officer, the start and end date of the request, the requested case count, the day of the week assigned to the officer and whether or not the officer prefers to attend court on a workday are listed.

Scheduling: Officer Schedule by Team

List of traffic, criminal, and juvenile court dates for which an officer was scheduled.

1. **Select the Schedule.**

Schedules are listed most recent first. Only Schedules that have been processed are listed.

2. **Select the Team.**

Teams are listed in order by name. Selecting (All) selects all the teams.

3. **Click View.**

The Report is displayed in its own window.

- Only officers who were members of the specified team during the specified schedule are listed.
- If (All) is selected for team, then all teams are listed and officers are grouped by team.
- Each officer's membership is shown on a separate page.
- Within each team, officers are listed in order by name and then by membership start date.
- For each officer, the scheduled, actual, and exceeded (actual minus scheduled) traffic, criminal, and juvenile court dates during the membership are listed.
    - 0 (R) means the officer is not scheduled for that court date in CSS
    - 0 (A) means the officer does not have any ticket written for that hearing date according to the data downloaded from CMS

Scheduling: Team Calendar

Calendar showing the dates that officers on the team are scheduled for traffic, criminal, or juvenile court.

1. **Select the Schedule.**

Schedules are listed most recent first. Only Schedules that have been processed are listed.

2. **Select the Team.**

Teams are listed in order by name. Selecting (All) selects all the teams.

3. **Click View.**

The Report is displayed in its own window.

- Only officers in the specified team during the specified schedule are shown on the calendar.
- If (All) is selected for team, then all teams are listed with one month per team shown on a page.
- For each date, workdays for the team are indicated by a W next to the date and the last name and EIN of officers on the team who are scheduled for leave/training or traffic, criminal, or juvenile court on that date are listed. An L next to the officer indicates leave/training, T indicates court, C indicates criminal court, and J indicates juvenile court.

Scheduling: Team Minimum Not Met

List of workday dates for a team where the team minimum was broken.

1. **Select the Schedule.**

Schedules are listed most recent first. Only Schedules that have been processed are listed.

2. **Select the Team.**

Teams are listed in order by name. Selecting (All) selects all the teams.

3. **Click View.**

The Report is displayed in its own window.

Schedule: 01/01/2010 - 12/31/2010
Team: McLean Station Daywork B

Workday Date	Total Members	Scheduled	Remaining	Team Min
Mon 11/08/2010	15	5	10	11
Thu 09/09/2010	15	5	10	11
Thu 09/23/2010	15	5	10	11
Thu 10/07/2010	15	5	10	11
Thu 10/21/2010	15	5	10	11
Thu 11/04/2010	15	5	10	11
Thu 11/18/2010	15	5	10	11
Thu 12/02/2010	15	5	10	11

- Only workday dates for the specified team during the specified schedule where the team minimum was broken are listed.
- If (All) is selected for team, then all teams are listed and workday dates are grouped by team.
- Within each team, the workday dates where the team minimum was broken are listed in order by date.
- For each date, the number of total members in the team, the number of those members who were scheduled for leave/training or to attend traffic, criminal, or juvenile court, the number of team members remaining, and the minimum number of officer required for the team to function are listed.

Post Scheduling

Post Scheduling reports display information about the changes that were made to the schedule after it was processed. To access any of the Post Scheduling Reports:

Report Name	Description
Audit Log	Log of court dates that have been rescheduled or cancelled.
Court Schedule History	Log of court dates that have been cancelled for the selected court.
Officer Schedule History	Log of times the officer was rescheduled for court.
Rescheduled Requests	Any request ever assigned to the session and (if the request has been rescheduled) the session currently assigned.
User List	List of all users (except developers) whose role groups that the current user is the SysAdmin.

1. **Open the page.**

Choose Post Scheduling | View Reports from the menu.

2. **Click the name of the report.**

Click the name of the report to view.

Post Scheduling: Audit Log

Log of court dates that have been rescheduled or cancelled.

```
                         View Report
Report Name: Audit Log
   Description: Log of court dates that have been rescheduled or cancelled.
     Schedule: 01/01/2009 - 12/31/2009  ▼  ⓘ
    From Date: 10/1/2009              ⓘ
      To Date: 10/31/2009             ⓘ
                  [View]  [Cancel]
```

1. **Select the Schedule.**

Schedules are listed most recent first. Only Schedules that have been processed are listed.

2. **Enter the From Date.**

Specify the begin date of a date range. From Date must be a valid date between 1/1/2007 and the current date and must be on or before To Date.

3. **Enter the To Date.**

Specify the end date of a date range. To Date must be a valid date between 1/1/2007 and the current date and must be on or after From Date.

4. **Click View.**

The Report is displayed in its own window.

Schedule: 01/01/2009 - 12/31/2009
Action Date: 10/01/2009 – 10/31/2009
Court: General District Criminal Court

Old Session Date/Time	New Session Date/Time	Officer	Action	Action Date/Time/UserID
Wed 02/11/2009 09:30		MCMAHON, BRENDAN M (F3057)	Delete	10/02/2009 13:50 rstewa
Wed 04/22/2009 09:30		MCMAHON, BRENDAN M (F3057)	Delete	10/02/2009 13:50 rstewa
Wed 06/17/2009 09:30		MCMAHON, BRENDAN M (F3057)	Delete	10/02/2009 13:50 rstewa
Wed 08/26/2009 09:30		MCMAHON, BRENDAN M (F3057)	Delete	10/02/2009 13:50 rstewa
Wed 10/07/2009 09:30		MCMAHON, BRENDAN M (F3057)	Delete	10/02/2009 13:50 rstewa
Wed 12/16/2009 09:30		MCMAHON, BRENDAN M (F3057)	Delete	10/02/2009 13:50 rstewa
Tue 12/01/2009 09:30		CONKLIN, ANDREW D (F3673)	Delete	10/06/2009 07:53 EARFT0
Fri 12/18/2009 09:30		BUI, QUANG D (F3550)	Delete	10/10/2009 15:01 cglov1
Mon 11/30/2009 09:30		KOTTEMANN, GREGORY C (F2318)	Delete	10/14/2009 06:27 kcrock
Fri 01/09/2009 09:30		LABRANCHE, KIRK A (F3766)	Delete	10/22/2009 00:14 Tlawr1
Fri 03/13/2009 09:30		LABRANCHE, KIRK A (F3766)	Delete	10/22/2009 00:14 Tlawr1
Fri 05/15/2009 09:30		LABRANCHE, KIRK A (F3766)	Delete	10/22/2009 00:14 Tlawr1
Fri 07/24/2009 09:30		LABRANCHE, KIRK A (F3766)	Delete	10/22/2009 00:14 Tlawr1
Wed 02/11/2009 09:30		SWEENEY, TODD B (F3708)	Delete	10/22/2009 00:15 Tlawr1
Wed 04/22/2009 09:30		SWEENEY, TODD B (F3708)	Delete	10/22/2009 00:15 Tlawr1
Wed 06/17/2009 09:30		SWEENEY, TODD B (F3708)	Delete	10/22/2009 00:15 Tlawr1
Wed 08/26/2009 09:30		SWEENEY, TODD B (F3708)	Delete	10/22/2009 00:15 Tlawr1
Wed 02/04/2009 09:30		HANSEN, SARAH A (F3748)	Delete	10/22/2009 00:16 Tlawr1
Wed 04/15/2009 09:30		HANSEN, SARAH A (F3748)	Delete	10/22/2009 00:16 Tlawr1
Wed 06/24/2009 09:30		HANSEN, SARAH A (F3748)	Delete	10/22/2009 00:16 Tlawr1
Wed 08/05/2009 09:30		HANSEN, SARAH A (F3748)	Delete	10/22/2009 00:16 Tlawr1
Mon 11/30/2009 09:30		ALFORD, TAMMI L (F2137)	Delete	10/26/2009 06:08 jkanli
Wed 12/23/2009 09:30		Burgess, Wayne T. (055155)	Cancel Session	10/29/2009 16:24 xcsanzo

- Only court sessions that were originally scheduled during the specified schedule that have been cancelled or rescheduled during the specified date range are listed.

- Sessions are listed in order by action date/time.

Post Scheduling: Court Schedule History

Log of court dates that have been cancelled.

View Report

Report Name: Court Schedule History

Description: Log of court dates that have been cancelled for the selected court.

Schedule: 01/01/2009 - 12/31/2009 ▼ ⓪

Court: General District Traffic Court ▼ ⓪

[View] [Cancel]

1. Select the Schedule.

Schedules are listed most recent first. Only Schedules that have been processed are listed.

2. Select the Court.

Courts are listed in the order they are processed.

3. Click View.

The Report is displayed in its own window.

Schedule: 01/01/2010 - 12/31/2010
Court: General District Traffic Court

Session Date/Time	Officers	Action Date/Time/User
Mon 10/18/2010	ALLEGRO, FRANK J (F3135)	03/05/2010 13:21 xcsanzo
Mon 10/18/2010	ALLEGRO, FRANK J (F3135)	03/05/2010 13:22 xcsanzo
Mon 10/18/2010	Bailey, Howard (055083)	03/05/2010 13:21 xcsanzo
Mon 10/18/2010	Bailey, Howard (055083)	03/05/2010 13:22 xcsanzo
Mon 10/18/2010	BARTON, JASON M (F3823)	03/05/2010 13:21 xcsanzo
Mon 10/18/2010	BARTON, JASON M (F3823)	03/05/2010 13:22 xcsanzo
Mon 10/18/2010	BECKER, DALTON K (F2945)	03/05/2010 13:21 xcsanzo
Mon 10/18/2010	BECKER, DALTON K (F2945)	03/05/2010 13:22 xcsanzo

- Only court sessions during the specified schedule that have been cancelled are listed.
- Cancelled sessions are listed in order by date/time.
- For each cancelled session, a list of the officers originally scheduled for the session along with the date/time the session was cancelled and the user who cancelled the session are listed.

Post Scheduling: Officer Schedule History

Log of times the officer was rescheduled for court.

```
                              View Report
Report Name: Officer Schedule History
   Description: Log of times the officer was rescheduled for court.
     Schedule: 01/01/2010 - 12/31/2010  ⌄  ⑦
       Officer: ALLEGRO, FRANK J (F3135)                    ☑ ⑦
                       [ View ]  [ Cancel ]
```

1. **Select the Schedule.**

Schedules are listed most recent first. Only Schedules that have been processed are listed.

2. **Select the Officer.**

3. **Click View.**

The Report is displayed in its own window.

Court Scheduling System (CSS) – Officer Schedule History as of 11/15/2010 11:29 AM

Schedule: 01/01/2010 - 12/31/2010
Officer: ALLEGRO, FRANK J (F3135)

Court	Old Session Date/Time	New Session Date/Time	Rescheduled/Cancelled
General District Criminal Court	Fri 02/26/2010 09:30		11/04/2009 09:01 lspill
General District Criminal Court	Fri 04/23/2010 09:30		11/04/2009 09:01 lspill
General District Criminal Court	Fri 06/11/2010 09:30		11/04/2009 09:01 lspill
General District Criminal Court	Fri 08/06/2010 09:30		11/04/2009 09:01 lspill
General District Criminal Court	Fri 10/08/2010 09:30		11/04/2009 09:01 lspill
General District Criminal Court	Fri 12/17/2010 09:30		11/04/2009 09:01 lspill
General District Traffic Court	Mon 01/04/2010 09:30		11/04/2009 09:01 lspill
General District Traffic Court	Fri 01/08/2010 09:30	Mon 01/04/2010 09:30	11/04/2009 08:58 lspill
General District Traffic Court	Mon 02/01/2010 09:30		11/04/2009 09:01 lspill
General District Traffic Court	Fri 02/12/2010 09:30	Mon 02/01/2010 09:30	11/04/2009 08:58 lspill
General District Traffic Court	Mon 03/01/2010 09:30		11/04/2009 09:01 lspill
General District Traffic Court	Fri 03/12/2010 09:30	Mon 03/01/2010 09:30	11/04/2009 08:59 lspill
General District Traffic Court	Fri 04/09/2010 09:30		11/04/2009 09:01 lspill
General District Traffic Court	Fri 05/07/2010 09:30		11/04/2009 09:01 lspill
General District Traffic Court	Fri 06/04/2010 09:30		11/04/2009 09:01 lspill
General District Traffic Court	Fri 07/30/2010 09:30		11/04/2009 09:01 lspill
General District Traffic Court	Fri 08/27/2010 09:30		11/04/2009 09:01 lspill
General District Traffic Court	Fri 09/10/2010 09:30		11/04/2009 09:01 lspill
General District Traffic Court	Mon 10/18/2010 09:30	Mon 10/25/2010 09:30	03/05/2010 13:22 xcsanzo

- Each court date for the specified officer during the specified schedule that was rescheduled or cancelled is listed in order by the old session date and time.
- For each date, the old session date and time, the new session date and time (blank for cancellations), and the date and time and user who rescheduled or cancelled the date.

Post Scheduling: Rescheduled Requests

Any request ever assigned to the session and (if the request has been rescheduled) the session currently assigned.

View Report

Report Name: Rescheduled Requests

Description: Any request ever assigned to the session and (if the request has been rescheduled) the session currently assigned.

Court: General District Traffic Court

Session Date: 1/1/2009

View   Cancel

---

1. **Select the Court.**

Courts are listed in the order they are processed.

2. **Enter the Session Date.**

Date that the court was expected to be in session. Must be completed. Must be a valid date.

3. **Enter the Session Time.**

Time that the court was expected to be in session. Must be completed. Must be a valid time.

4. **Click View.**

The Report is displayed in its own window.

Rescheduled Requests   12/9/2008 3:14:34 PM

Court:	General District Traffic Court	
Old Session:	**Thu 01/01/2009 09:30**	
Team Name	**Officer Name**	**Current Session**
Fair Oaks Station Evening A	BERARDELLI, KATHERINE S (F3354)	Thu 01/22/2009 09:30
Fair Oaks Station Evening A	BURKE, GERALD V (F2686)	Wed 01/21/2009 09:30
Fair Oaks Station Daywork A	DAVID, JOSHUA P (F3202)	Mon 01/26/2009 09:30
Fair Oaks Station Daywork A	GELABERT, ABRAHAM (F2045)	
Fair Oaks Station Daywork A	HAMILTON, LANCE A (F3362)	Thu 01/22/2009 09:30

- Each request ever assigned to the session that is currently not assigned to the session is listed in order by Team Name and Officer Name.
- For each request, the current session date and time (blank for cancellations) is listed.

Post Scheduling: User List

List of all users (except developers) whose role groups that the current user is the SysAdmin.

View Report

Report Name: User List

  Description: List of all users (except developers) whose role groups that the current user is the SysAdmin.

[View] [Cancel]

---

1. **Click View.**

The Report is displayed in its own window.

Court Scheduling System (CSS) - User List

Role Group: Fairfax County Fire Marshal

   dbaker --- **Dereck.Baker@fairfaxcounty.gov**

       Fairfax County Fire Marshal

       ReadOnly FCFM

       TicketWriter FCFM

   jsobot --- **James.Sobota@fairfaxcounty.gov**

       Fairfax County Fire Marshal

       ReadOnly FCFM

       TicketWriter FCFM

   kjohns --- **Keith.Johnson@fairfaxcounty.gov**

       Fairfax County Fire Marshal

       ReadOnly FCFM

       TicketWriter FCFM

The report lists role group, user id, user's email address, and role name order by role group, user id, and role name.

Emails

Emails may automatically be sent to users based on data entered in the application. All emails sent from the development or test versions of the application include the following disclaimer at the beginning of the body of the email.

```
*** TEST EMAIL ***
This email was generated by a test version of the CSS application.
```

Schedule Start and End Dates

Emails are automatically sent to all CSS users when the start and end dates for a schedule are set or changed.

Set Schedule Start and End Dates

When the schedule start and end dates are set for the next year, a single email is sent with the following format.

```
From:        <User who entered the Schedule Start and End Dates>
Sent:        <Date/time that Schedule Start and End Dates were entered>
To:          <All CSS users with email addresses entered>
Subject:     CSS – Next Year's Schedule
Body:
The start and end dates for next year's court schedule have been set as
follows:
Start Date: <Start date entered by the user>
End Date: <End date entered by the user>
Police users may now begin entering the Pre-Scheduling information for the
new schedule.
```

Change Schedule Start and End Dates

When the schedule start and end dates are changed, a single email is sent with the following format.

```
From:        <User who changed the Schedule Start and End Dates>
Sent:        <Date/time that Schedule Start and End Dates were changed>
To:          <All CSS users with email addresses entered>
Subject:     CSS – Next Year's Schedule
Body:
The start and end dates previously entered for the court schedule
Old Start Date: <Start date before it was changed>
Old End Date: <End date before it was changed>
were incorrect and have been changed as follows.
New Start Date: <New start date entered by the user>
New End Date: <New end date entered by the user>
Police users may now begin entering the Pre-Scheduling information for the
updated schedule.
```

Processing Date

Emails are automatically sent to all CSS users when the processing date for the schedule is set, changed, or removed for a specific Court or when the schedule is processed.

Set Processing Date

When the processing date for a specific Court is set, a single email is sent with the following format.

```
From:        <User who entered the Processing Date>
Sent:        <Date/time Processing Date was entered>
To:          <All CSS users with email addresses entered>
Subject:   CSS – Processing Deadline
Body:
Processing for the <Schedule Start> – <Schedule End> schedule for the <Court>
is set to begin on <Processing Date>.  If you are unable to finish entering
the Pre-Scheduling information for this schedule prior to <Processing Date>
please notify the court by replying to this email.
```

Change Processing Date

When the processing date for a specific Court is changed, a single email is sent with the following format.

```
From:        <User who changed the Processing Date>
Sent:        <Date/time Processing Date was changed>
To:          <All CSS users with email addresses entered>
Subject:   CSS – Processing Deadline
Body:
Processing for the <Schedule Start> – <Schedule End> schedule for the <Court>
previously set to begin on <Processing Date before it was changed> is now set
to begin on <New Processing Date entered by the user>.  If you are unable to
finish entering the Pre-Scheduling information for this schedule prior to
<New Processing Date entered by the user> please notify the court by replying
to this email.
```

Remove Processing Date

When the processing date for a specific Court is removed, a single email is sent with the following format.

```
From:        <User who removed the Processing Date>
Sent:        <Date/time Processing Date was removed>
To:          <All CSS users with email addresses entered>
Subject:   CSS – Processing Deadline
Body:
Processing for the <Schedule Start> – <Schedule End> schedule for the <Court>
has been postponed.  You will be notified as soon as a new processing
deadline is set.
```

Schedule Processed

When the schedule is processed, a single email is sent with the following format.

```
From:        <CSS System Administrator>
Sent:        <Date/time Processing Date was removed>
To:          <All CSS users with email addresses entered>
Subject:   CSS – Schedule Processed
Body:
The <Schedule Start> – <Schedule End> schedule has been processed.  Police
users may now manually adjust the schedule for officers who did not receive
the requested court dates using either Scheduling | Schedule Unfulfilled
Requests or Post Scheduling | Adjust Officer Schedule.
```

Session Cancelled

When Court users cancel a court session or lower the max below what is already scheduled, emails are automatically sent to the Police users with access rights to the teams affected by the cancellation (teams who have officers that have been rescheduled from that session).
Emails are automatically sent as follows:

- Officers scheduled for the session are grouped together by Team.
- For each of the Teams, an email distribution list of users (who have email addresses entered in the system) assigned to work with that Team is generated.
- The Teams are then grouped together by email distribution list. One email is sent per unique email distribution list.
- After the distribution lists are determined (as detailed above), officers affected by the cancellation who have email addresses entered are added to the distribution list used by their team.

Each email has the following format:

```
From:         <Email address of user who cancelled the session>
Sent:         <Date/time the email was sent>
To:           <Unique distribution list shared by the team group>
CC:           <Email address of user who cancelled the session>
Subject:    CSS - Cancel Session <Session weekday and date/time>
Body:
The court session previously scheduled for <Session weekday and date/time>
has been cancelled or the maximum case count has been lowered.  Officers
scheduled for the session have been rescheduled as follows:

---<Team name>---
<Officer name and EIN> Unable to reschedule.
<Officer name and EIN> New Session: <Session weekday and date/time>

---<Team name>---
<Officer name and EIN> Unable to reschedule.
<Officer name and EIN> New Session: <Session weekday and date/time>

<etc.>
```

Reschedule an Officer

When an officer's court date is changed, an email is automatically sent to users that belong to the same Role Group as the Court that the court date was in notifying them of the change.
Each email has the following format:

```
From:         <Email address of user who changed the officer's court date>
Sent:         <Date/time the email was sent>
To:           <Court Users>
CC:           <Email address of user who changed the officer's court date >
Subject:    CSS - <Officer name and EIN> Rescheduled
Body:
The court date of <Old session weekday and date/time> for <Officer name and
EIN> has been changed to <New session weekday and date/time>.
```

Cancel a Court Date for an Officer

When an officer's court date is cancelled, an email is automatically sent to users that belong to the same Role Group as the Court that the court date was in notifying them of the cancellation.

Each email has the following format:
```
From:        <Email address of user who cancelled the officer's court date>
Sent:        <Date/time the email was sent>
To:          <Court Users>
CC:          <Email address of user who cancelled the officer's court date>
Subject:   CSS - <Officer name and EIN> Cancelled
Body:
The court date of <Old session weekday and date/time> for <Officer name and
EIN> has been cancelled.
```

Change a Membership for an Officer

When an officer's membership dates are changed or the membership is deleted resulting in the officer's court date being cancelled, an email is automatically sent to all Court users notifying them of the cancellations.
Each email has the following format:
```
From:        <Email address of user who changed the officer's membership>
Sent:        <Date/time the email was sent>
To:          <Court Users>
CC:          <Email address of user who changed the officer's membership>
Subject:   CSS - <Officer name and EIN> Cancelled
Body:
The membership for <Officer name and EIN> has changed and as a result, the
following court dates have been cancelled.
<Old session weekday and date/time>
<Old session weekday and date/time>
<etc.>
```

Forgot Password

When a user forgets his/her password they may click the Forgot Password link on the login page, enter his/her user Id, and click Email, which will send the following email to the user.
```
From:        <Email address of user>
Sent:        <Date/time the email was sent>
To:          <Email address of user>
Subject:   Court Scheduling System (CSS)
Body:
Your password is
<Password for the user>
```

System Administration

Sys Admin: Change What a User Can Do

The system administrator may change what the user is allowed to do within the application.

1. Open the page.

Choose SysAdmin | Users from the menu.

2. Click Edit or search for a user id.

Click the Edit link next to the user or enter a few letters of the user id and click the Go button. Only users with a Role Group that the current user is a system administrator for are listed.

3. Select the Roles.

To select a role, check the checkbox next to the role. To unselect, uncheck the checkbox.

4. Click Update.

No two users may have the same User Id.

Teams

Sys Admin: Add a New Team

A system administrator may add new teams for their Role Group.

1. **Open the page.**

Choose SysAdmin | Teams from the menu.

2. **Enter the Team Name.**

Descriptive name of this team. Must be completed. Must be 100 characters or less.

3. **Select the Role Group.**

Identifies the Role Group responsible for this team. Only Role Groups for which the current user is a system administrator are listed.

4. **Click Insert.**

No two teams may have the same name.

Sys Admin: Remove a Team

A system administrator may remove a team for their Role Group.

1. **Open the page.**

Choose SysAdmin | Teams from the menu.

2. **Click Delete.**

Click the Delete link next to the Team. Only teams with a Role Group that the current user is a system administrator for are listed. A confirmation message will appear. Click OK on the confirmation message to delete the Team. Only teams that have no memberships may be deleted.

Sys Admin: Change a Team Name

The system administrator may change the name of a team for their Role Group.

1. **Open the page.**

Choose SysAdmin | Teams from the menu.

2. **Click Edit.**

Click the Edit link next to the team. Only teams with a Role Group that the current user is a system administrator for are listed.

3. **Enter the Team Name.**

Enter the User Id that the user uses to log into the Fairfax County network. The User Id must not exceed 10 characters.

4. **Select the Role Group.**

Identifies the role group responsible for this team. Only Role Groups for which the current user is a system administrator are listed.

5. **Click Update.**

No two teams may have the same name.

Officers

Sys Admin: Add a New Officer

A system administrator may add new officers for their Role Group.

1. **Open the page.**

Choose SysAdmin | Officers from the menu.

2. **Enter the Last Name.**

Last name of this officer. Must be completed. Must be 50 characters or less.

3. **Enter the First Name.**

First name of this officer. Must be 50 characters or less.

4. **Enter the Middle Name.**

Middle name of this officer. Must be 50 characters or less.

5. **Enter the Employee Id Number.**

Employee identification number (EIN) used to identify this officer within the Fairfax County Unified System (FOCUS). Must be 10 characters or less.

6. **Enter the Focus EIN.**

Employee identification number (EIN) used to identify this officer within the Court Management System (CMS). Must be completed. Must be 10 characters or less.

7. **Enter the Email Address.**

Email address where the officer can be contacted. Must be in a valid email address format. Must be 200 characters or less.

8. **Select the Role Group.**

Identifies the Role Group responsible for this officer. Only Role Groups for which the current user is a system administrator are listed.

9. **Click Insert.**

No two officers may have the same Employee Id Number.

Sys Admin: Remove an Officer

A system administrator may remove an officer for their Role Group.

	OfficerName	EmployeeIdNum	FocusEIN	RoleGroupName
Edit Delete	Aardema, Thomas S (S0306)	S0306		Fairfax County Sheriff - External
Edit Delete	Abbate, Joseph G (S0432)	S0432		Fairfax County Sheriff - External
Edit Delete	ABBOTT, ANGELIQUE L (F8961)	F8961		Fairfax County Police Department
Edit Delete	ABRAM, SCOTT J (F3476)	F3476		Fairfax County Police Department
Edit Delete	ABSALON, JOHN A (F1596)	F1596		Fairfax County Police Department
Edit Delete	ABSHER, A B (T7294)	T7294		Virginia State Police

Last Name Begins With: A

Click to delete this Officer.

1. **Open the page.**

Choose SysAdmin | Officers from the menu.

2. **Click Delete.**

Click the Delete link next to the Officer. Only officers with a Role Group that the current user is a system administrator for are listed. A confirmation message will appear. Click OK on the confirmation message to delete the Officer and the associated history records. Only officers that have no memberships may be deleted.

Sys Admin: Change an Officer

The system administrator may change the officer information for their Role Group.

1. **Open the page.**

Choose SysAdmin | Officers from the menu.

2. **Click Edit.**

Click the Edit link next to the officer. Only officers with a Role Group that the current user is a system administrator for are listed.

3. **Enter the Last Name.**

Last name of this officer. Must be completed. Must be 50 characters or less.

4. **Enter the First Name.**

First name of this officer. Must be 50 characters or less.

5. **Enter the Middle Name.**

Middle name of this officer. Must be 50 characters or less.

6. **Enter the Employee Id Number.**

Employee identification number (EIN) used to identify this officer within the Court Management System (CMS). Must be completed. Must be 10 characters or less.

7. **Enter the FOCUS EIN.**

Employee identification number (EIN) used to identify this officer within the Fairfax County Unified System (FOCUS). Must be 10 characters or less.

8. **Enter the Email Address.**

Email address where the officer can be contacted. Must be in a valid email address format. Must be 200 characters or less.

9. **Select the Role Group.**

Identifies the Role Group responsible for this officer. Only Role Groups for which the current user is a system administrator are listed.

10. **Click Update.**

No two officers may have the same Employee Id Number.

Sys Admin: Merge Two Officers

The system administrator may merge two officers, deleting one.

1. **Open the page.**

Choose SysAdmin | Officer Merge from the menu.

2. **Select the Officer to Keep.**

Memberships and history for the officer to delete will be copied to this officer. Enter the officer's EIN or the first few letters of the officer's last name. Press Enter or click ☑ to check the partial name or EIN entered. A list of matching officer appears.

3. **Select the Officer to Delete.**

This officer will be deleted after the merge. Enter the officer's EIN or the first few letters of the officer's last name. Press Enter or click ☑ to check the partial name or EIN entered. A list of matching officer appears.

4. **Click Merge.**

A confirmation message appears. Click OK on the confirmation to continue. Officers with overlapping memberships cannot be merged.

Sys Admin: Email Settings

Allows Sys Admin for each role group to turn each type of email on or off for that role group. When a type of email is turned off for a role group, the application will no longer automatically send that type of email to users that belong to that role group.

1. **Open the page.**

Choose SysAdmin | Email Settings from the menu.

2. **Select the Role Group.**

Only role groups for which the current user is a sys admin are listed.

3. **Click the Edit link next to a type of email.**

Click the Edit link next to the Role Group and Email Setting to edit.

4. **Select whether or not this type of email should be enabled for this role group.**

- Yes – when an event triggers this type of the email, the email will be automatically sent by the application to affected users that belong to the selected role group.
- No – when an event triggers this type of email, the email will not be sent to any users that belong to the selected role group.

5. **Click Update.**

The setting is updated.

6. **Disable All / Enable All**

- Click Disable All to disable all emails. A confirmation message appears. Click OK on the confirmation to continue.
- Click Enable All to enable all emails. A confirmation message appears. Click OK on the confirmation to continue.

Sys Admin: Role Group Settings

Allows Sys Admin for each role group to turn specify the email address for that role group.
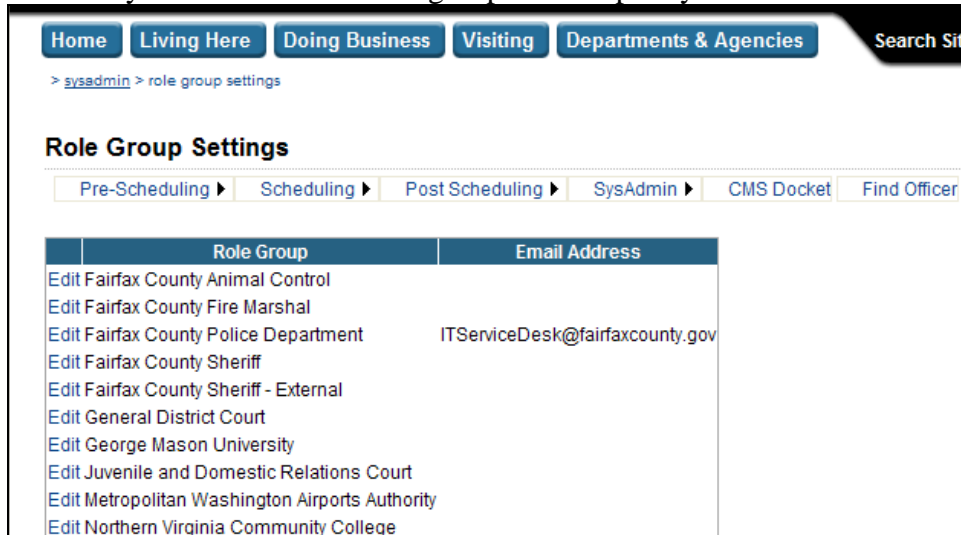
1. **Open the page.**

Choose SysAdmin | Role Group Settings from the menu.

2. **Click Edit.**

Click the Edit link next to the Role Group to edit.

3. **Enter the Email Address.**

Email Address where the role group can be contacted. The email address must be in the correct format for an email address, for example, John.Smith@FairfaxCounty.gov and must not exceed 129 characters.

4. **Click Update.**

The setting is updated.