Contents

Overview	2
Purpose	
Technical Environment	
Basic Functionality	3
Throughout the Application	
Date	
Required field	
Tooltip	
Help	
Class Search	4
Cancel Registration	6
Registration	
Additional Learning Resources/Links	8

Overview

Purpose

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

Technical Environment

The presentation and business logic will be developed using ASP.NET 4.5 and the web application will reside on the Fairfax County public web farm, so users will need Microsoft Internet Explorer and access to internet in order to use the application. Class Roster may be exported to Microsoft Excel so users will need Microsoft Excel. The data for the application exists in SQL Server 2017 database.

Basic Functionality

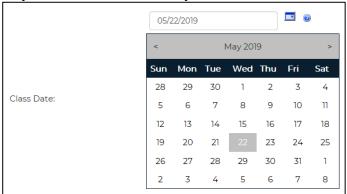
Throughout the Application

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

Date



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



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

Required field

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

Tooltip

Move the mouse cursor to the blue question mark ② to display the tooltip for that field.

Help

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

help

Class Search

Description Allows users to search for classes.



Inputs

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

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

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

Buttons/Links

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

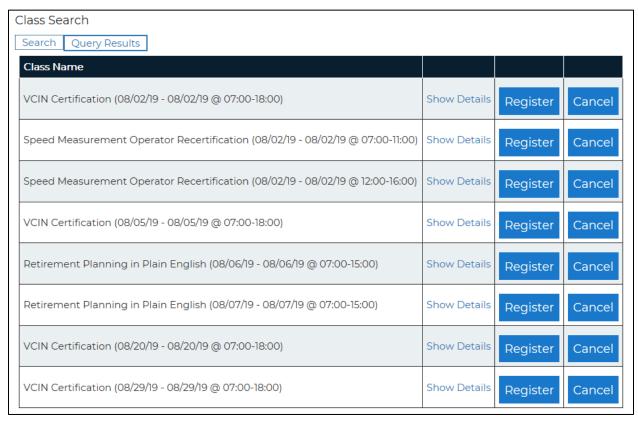
Clear Click the Clear button to clear all the search fields.

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

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

Query Results

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



Buttons/Links

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

Register Click to register for the selected class.

Cancel Click to cancel enrollment for the selected class.

Cancel Registration

Description Allows users to search for classes.



Inputs

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

Attendee Name Attendee's name submitting the cancel request.

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

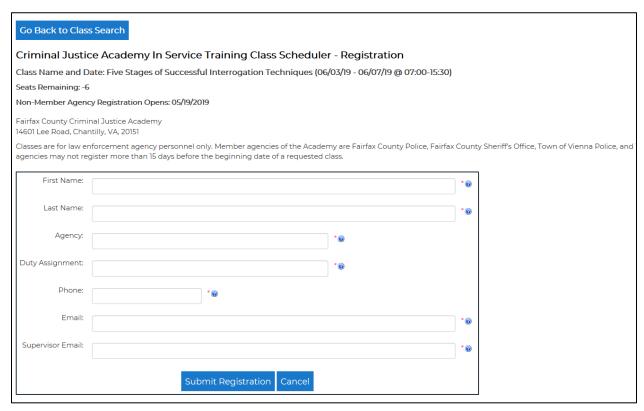
Buttons/Links

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

Go Back to Class Click to go back to the Class Search page without canceling the class Search enrollment.

Registration

Description Allows users to register for the selected class.



Inputs

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

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

Agency Agency of the attendee. Must be completed.

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

Phone Phone number of the attendee. Must be completed.

Email Email address of the attendee. Must be completed.

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

Buttons/Links

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

Cancel Click to refresh, ignoring any changes.

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

Additional Learning Resources/Links

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

For a list of ONLINE Classes, please click here: FCCJA Approved Online Courses

For additional learning opportunities you can go to:

FairfaxCounty employee U

Northern Virginia Criminal Justice Academy

Prince William County Criminal Justice Academy

Rappahannock Regional Criminal Justice Academy