

## Contents

<b>Overview .....</b>	<b>2</b>
<i>Purpose .....</i>	<i>2</i>
<i>Technical Environment .....</i>	<i>2</i>
<b>Basic Functionality.....</b>	<b>3</b>
<i>Throughout the Application .....</i>	<i>3</i>
<b>Date.....</b>	<b>3</b>
<b>Required field .....</b>	<b>3</b>
<b>Tooltip .....</b>	<b>3</b>
<b>Help .....</b>	<b>3</b>
<i>Class Search .....</i>	<i>4</i>
<i>Cancel Registration.....</i>	<i>6</i>
<i>Registration .....</i>	<i>7</i>
<i>Additional Learning Resources/Links.....</i>	<i>8</i>

## **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

Class 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.

Class Date:   


May 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

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

#### Required field

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

#### Tooltip

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

#### Help

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

[help](#)



## Class Search


**Description** Allows users to search for classes.

Class Search

Search Query Results

Class Name:

Class Date:   

Class Month/Year: -- select one -- 

Search Clear

Enrollment Cancellation

### 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.

Class Search			
<input type="text" value="Search"/>		<input type="text" value="Query Results"/>	
Class Name			
VCIN Certification (08/02/19 - 08/02/19 @ 07:00-18:00)	Show Details	Register	Cancel
Speed Measurement Operator Recertification (08/02/19 - 08/02/19 @ 07:00-11:00)	Show Details	Register	Cancel
Speed Measurement Operator Recertification (08/02/19 - 08/02/19 @ 12:00-16:00)	Show Details	Register	Cancel
VCIN Certification (08/05/19 - 08/05/19 @ 07:00-18:00)	Show Details	Register	Cancel
Retirement Planning in Plain English (08/06/19 - 08/06/19 @ 07:00-15:00)	Show Details	Register	Cancel
Retirement Planning in Plain English (08/07/19 - 08/07/19 @ 07:00-15:00)	Show Details	Register	Cancel
VCIN Certification (08/20/19 - 08/20/19 @ 07:00-18:00)	Show Details	Register	Cancel
VCIN Certification (08/29/19 - 08/29/19 @ 07:00-18:00)	Show Details	Register	Cancel

### 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.

The screenshot shows a web form titled "In Service Training Class Scheduler - Class Cancellation Form". At the top left is a blue button labeled "Go Back to Class Search". Below the title, there are three input fields: "Class Name:" with a dropdown menu showing "VCIN Certification (08/02/19 - 08/02/19 @ 07:00-18:00)", "Attendee Name:", and "Attendee Email:". Each input field has a red asterisk and a help icon to its right. At the bottom left of the form is a blue button labeled "Submit for Cancellation".

### Inputs

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

**Attendee Name** Attendee's name submitting the cancel request.

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

### Buttons/Links

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

**Go Back to Class Search** 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.

[Go Back to Class Search](#)

**Criminal Justice Academy In Service Training Class Scheduler - Registration**

Class Name and Date: Five Stages of Successful Interrogation Techniques (06/03/19 - 06/07/19 @ 07:00-15:30)

Seats Remaining: -6

Non-Member Agency Registration Opens: 05/19/2019

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

Classes are for law enforcement agency personnel only. Member agencies of the Academy are Fairfax County Police, Fairfax County Sheriff's Office, Town of Vienna Police, and agencies may not register more than 15 days before the beginning date of a requested class.

First Name:	<input type="text"/>	* ?
Last Name:	<input type="text"/>	* ?
Agency:	<input type="text"/>	* ?
Duty Assignment:	<input type="text"/>	* ?
Phone:	<input type="text"/>	* ?
Email:	<input type="text"/>	* ?
Supervisor Email:	<input type="text"/>	* ?

[Submit Registration](#) [Cancel](#)

### 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](#)