Delinquency Quick Reference

- CLICK Menu > Person> Name Search
  - Search for the person by entering their Last name TAB to First: enter the first letter of the first name, CLICK SUBMIT
  - If the person is found, CLICK on their name
  - If that person is not in the system CLICK, Add a new name

- **Person Detail Page**
  - Enter all known demographic information, if unknown leave it empty
  - Name (first, middle, last), Race, Birth Sex, DOB, Ethnicity, and SSN
  - CLICK UPDATE (to save the information)

- Addresses
  - CLICK add
  - Add their full address (if there are relatives who live with the child they will be listed at the bottom, simply CLICK on the names you know to live with them)
  - CLICK UPDATE (to save the information)

- Contact Numbers
  - CLICK add
  - Add this person's phone numbers and email
  - CLICK UPDATE (to save the information)

- Relatives
  - We will add the parents.
  - CLICK add
  - CLICK Get relative name
  - Do Name Search> CLICK submit
  - If the name is found> CLICK on their name
  - If the name is not found> CLICK add a new name
  - Enter the person's name, sex, race, Ethnicity, DOB, and SSN
  - CLICK UPDATE (to save your information)
  - CLICK CANCEL to return to the Add Relative screen
  - Select the relative type
  - Click yes or no if they live with this person
  - Select custody status if known, if not leave blank
  - CLICK UPDATE (to save the information)

- Cases
  - CLICK add
  - Select Case Type
  - Select Referring agency
  - Start date – skip will add today's date.

- o   CLICK UPDATE (to save the information)

- **Case Detail Page**

- Case-related incidents
    - o   CLICK add
    - o   Incident date and time – T for right now
    - o   Select Incident Type
    - o   Select Referring Agency again
    - o   Officer: CLICK get officer name
    - o   Do Name Search on Officer, click name
    - o   Select Officer role
    - o   CLICK UPDATE (to save the information)

- Incident Statute Detail
    - o   Statute:* type the charge or TCA in the box TAB
    - o   Select the appropriate charge
    - o   CLICK UPDATE (to save the information)
    - o   Add the next charge. When finished CLICK CANCEL
    - o   Click CANCEL

- Events (hearings)
    - o   CLICK add
    - o   Enter the hearing Date and Time (3/17/23 8:30 am)
    - o   Event type: select type of hearing
    - o   Court: Select judicial officer
    - o   CLICK UPDATE (to save the information)

- Documents
    - o   Click Add document
    - o   Template:* select Petition from the drop down
    - o   CLICK UPDATE (to save the information)
    - o   Answer the questions, click UPDATE to move forward
    - o   BACKWARDS take you to the previous questions
    - o   PREVIEW lets you see what it looks like, CANCEL to get out of PREVIEW
    - o   CANCEL takes you out of the document
    - o   Click on Red incomplete document and CLICK EDIT TEXT to get back into document
    - o   FINISH completes the document
    - o   PRINT document