

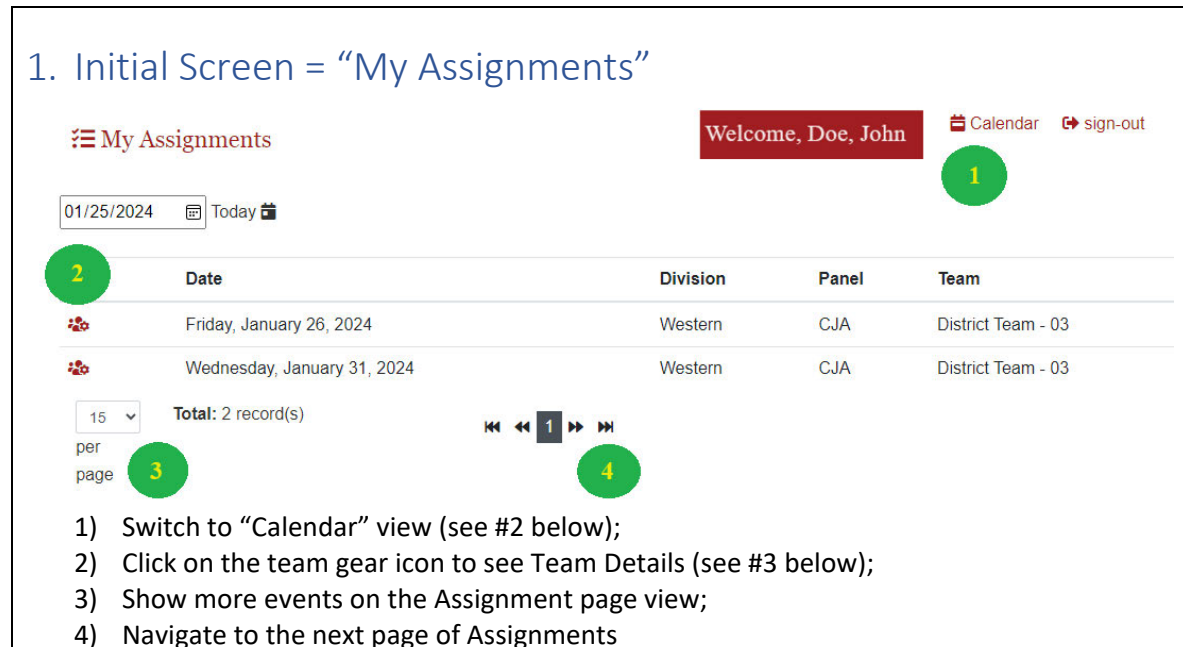


New User Interface

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1. Initial Screen = “My Assignments”



My Assignments Welcome, Doe, John Calendar sign-out

01/25/2024 Today

2	Date	Division	Panel	Team
	Friday, January 26, 2024	Western	CJA	District Team - 03
	Wednesday, January 31, 2024	Western	CJA	District Team - 03

15 per page **3** Total: 2 record(s) 1 **4**

- 1) Switch to “Calendar” view (see #2 below);
- 2) Click on the team gear icon to see Team Details (see #3 below);
- 3) Show more events on the Assignment page view;
- 4) Navigate to the next page of Assignments

2. Signed-in Calendar screen

CJA Duty Schedule

Division: Western Panel: CJA Welcome, Doe, John My Assignments sign-out

January 2024

Sun	Mon	Tue	Wed	Thr	Fri	Sat
31	1	2 Magistrate Team 01 District Team 02	3 Magistrate Team 02 District Team 03	4 Magistrate Team 03 District Team 01	5 Magistrate Team 01 District Team 02	6
7	8 District Team 01	9 District Team 02	10 District Team 03	11 District Team 01	12 District Team 02	13
14	15 District Team 03	16 District Team 01 1. Park, Jae 2. Ma, Alan	17 District Team 02	18 District Team 03	19 District Team 01	20
21	22 District Team 02	23 District Team 03	24 District Team 01	25 District Team 02	26 District Team 03	27
28	29 District Team 01	30 District Team 02	31 District Team 03	1 District Team 01	2 District Team 02	3

- 1) Drop down field to select division;
- 2) Navigate to previous or future months using the arrows, or use the calendar picker icon to select a specific month;
- 3) Switch to “My Assignments” screen;
- 4) Each day shows which Team is assigned, clicking on the arrow will expand to show the Team members;
- 5) On the days your Team is assigned, you will see the Team Detail icon to view Team Details and the note icon to read or create a Team message

3. Team Detail screen

Western - CJA - District Team Go back Welcome, Doe, John sign-out

Team: 03
Date: Friday, 01/26/2024

Team messages: 1

Rearrange 2

#1: Tariq, Mike 3	substitute 4
#2: Powers, Christopher 3	substitute
#3: Walsh, Sarah 3	substitute
#4: Park, Jae 3	substitute

- 1) Click on the note icon next to “Team messages” to create messages for your Team;
- 2) Rearrange the call order of the Team for that assignment date;

- 3) Click on the note icon next to the name of someone on your Team create a message for one of the people on the Team;
- 4) Substitute in another CJA panel member for that assignment date

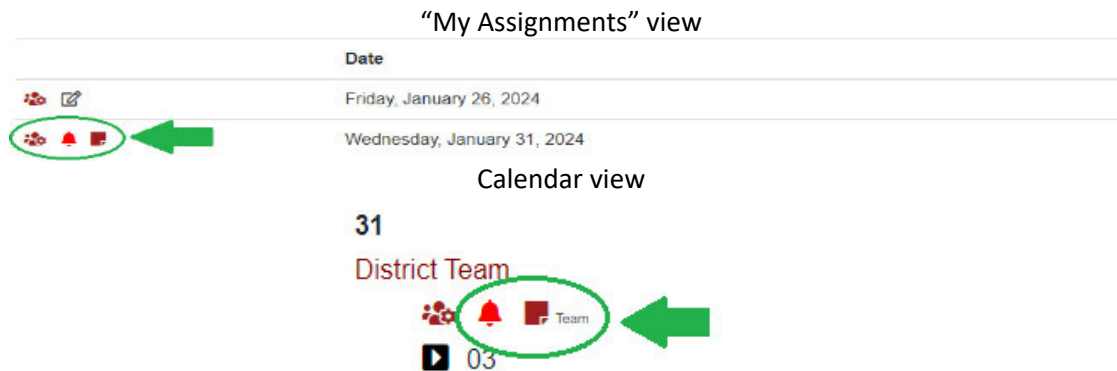
4. Leaving a note for your Team



When you click on the note icon, you'll be able to add a note that everyone on your Team can see.




NOTE: Notice the day for which you are leaving the note. In this example, we are using the January 31, 2024 assignment entry for the note.

5. Reading a note left for your Team




In the "My Assignments" view and calendar view, there will be a bell icon and the note icon will be filled in to indicate there is a Team note for the date entry. Click on the note icon to view the note. Click on the note icon to view the note.

Messages

Leaving a message for the whole team is easy by clicking on the note icon.   

01/25/2024 01:15 P.

You can type in this field to respond or add an additional note.



Save








Close

- 1) If you were the author of the note, you will see a trashcan icon to delete it if it was created in error;
- 2) You can type a response or add an additional note in the new note field

NOTE: An email will also be sent to the registered email addresses of all Team members when a new note is added for the Team.





6. Reading a note left directly for you


“My Assignments” view

	Date	Division
   	Friday, January 26, 2024	Western
  	Wednesday, January 31, 2024	Western

Calendar view

26
District Team

   Team 

 03

In the “My Assignments” view and calendar view, there will be a bell icon but the note icon will still be an outline for the date entry. Click on the Team Detail icon to access the individual note. There you will see the note icon filled in next to your name entry.

Western - CJA - District Team  [Go back](#)

Team: 03

Date: **Friday, 01/26/2024**

Team messages: 

 **Rearrange**

#1: Jones, Dow 	 substitute
#2: Knight, Fred 	 substitute
#3: Doe, John  	 substitute
#4: Smith, Peter 	 substitute

Click on the note icon to view the note

Messages x

I'm unable to fulfill today's responsibilities.

Smith, Peter 01/26/2024 12:10 PM 

I am able to cover for you, if needed 

Save

Close

1. You will see the author of the note and the date & time it was created;
2. You can type a response or add an additional note in the new note field


NOTE: An email will be sent to your registered email address when a new note is added for directly for you.

7. Rearranging call order / call priority within your Team on a specific duty day

Western - CJA - District Team  [Go back](#)


Team: 03

Date: **Friday, 01/26/2024**

Team messages: 



#1: Jones, Dow 	 substitute
#2: Knight, Fred 	 substitute
#3: Doe, John 	 substitute
#4: Smith, Peter 	 substitute

Click on the Team Details icon () on the specific duty date from either the “My Assignments” view or the Calendar view. In the Team Details for the duty day, click on the “Rearrange” button

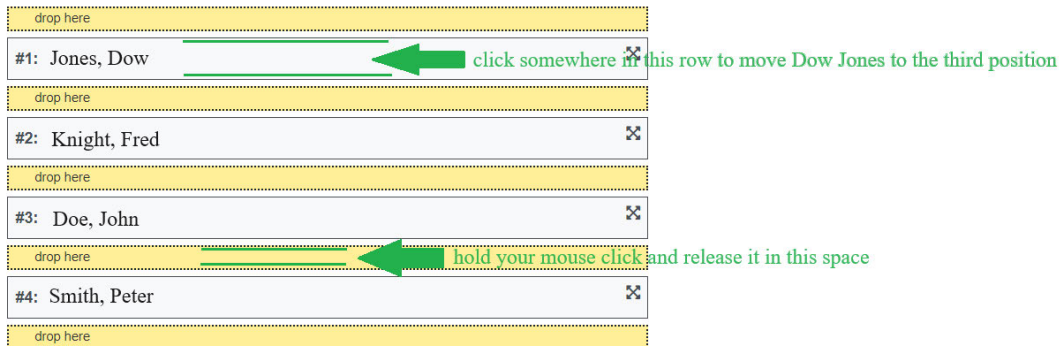
Western - CJA - District Team  [Go back](#)

Team: 03



Date: **Friday, 01/26/2024**

Team messages: 


 Close

The screenshot shows a list of team members in a drag-and-drop interface. Each row has a yellow "drop here" bar above and below it. A green arrow points from the text "click somewhere in this row to move Dow Jones to the third position" to the first row. Another green arrow points from the text "hold your mouse click and release it in this space" to the yellow "drop here" bar between the second and third rows.


drop here


#1: Jones, Dow   click somewhere in this row to move Dow Jones to the third position


drop here

#2: Knight, Fred 

drop here

#3: Doe, John 

drop here  hold your mouse click and release it in this space

#4: Smith, Peter 

drop here





Western - CJA - District Team  [Go back](#)

Team: 03

Date: **Friday, 01/26/2024**

Team messages: 

 Close

drop here
#1: Knight, Fred 
drop here
#2: Doe, John 
drop here
#3: Jones, Dow 
drop here
#4: Smith, Peter 
drop here

Left-click and hold on the entry you wish to move, and drag it to the “drop here” spot where you want to move it to.

Click the “Close” button to save the changes.


8. Substitute another CJA Panel member to cover for someone on the team for a specific duty day

Western - CJA - District Team  [Go back](#)


Team: 03

Date: **Friday, 01/26/2024**


Team messages: 

 Rearrange

#1: Jones, Dow 	 substitute
#2: Knight, Fred 	 substitute
#3: Doe, John 	 substitute
#4: Smith, Peter 	 substitute

Click on the Team Details icon () on the specific duty date from either the “My Assignments” view or the Calendar view. In the Team Details for the duty day, click on the Substitute icon next to the name of the Team member who needs to have a substitute

Choose a substitute for Knight, Fred

Click here 
Bacon, Kevin K.Bacon@levpar.com
Chovey, Ann Ann.Chovey@chynadall.assoc.com
Doe, John JohnDoe7865@mymail.com

Click in the field to search the CJA Panel database for the name of the panelist you want to substitute in for the person. Start typing the last name to narrow the search window, and then click on the substitute person's name.

Choose a substitute for Knight, Fred

Green, Charles ^x Click here	Close 
--	---

Submit Cancel

When the substitute is selected, click on the "submit" button.

#2: Knight, Fred 

Substitute: **Green, Charles** ^x (remove)

This substitution will be reflected in the Team Details for the duty day.