

### **Building Bridges**

#2017ACAP

**Arkansas Court Automation Program Systems Conference 2017** 

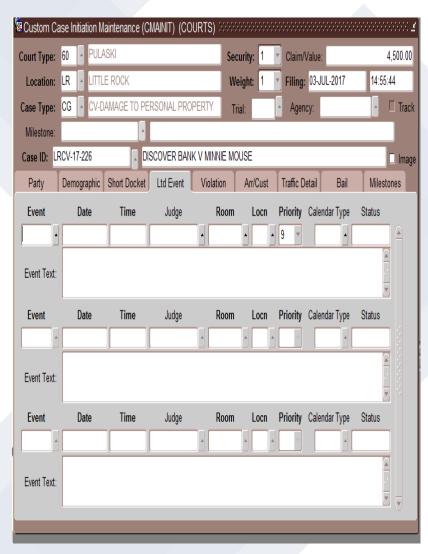


## SCHEDULING

### **SETTINGS**

- CMAINIT- Schedule event/LTD Event tab\*
- CSAEVNT- Schedule events\*
- CSAMASS- Mass rescheduling\*

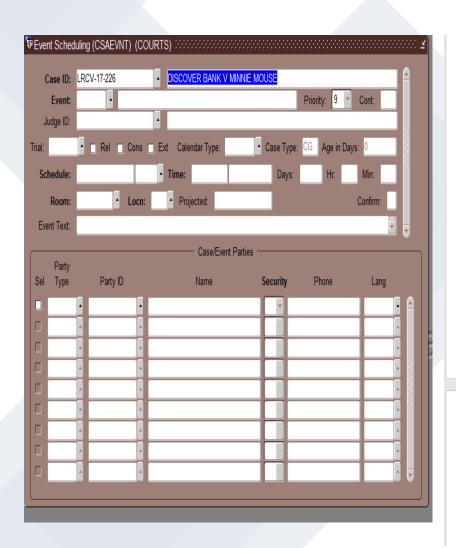
### **CMAINIT**



#### Scheduling an Event in CMAINIT

- 1. Go to CMAINIT.
- 2. Press **F7** to enter a query.
- 3. Enter the Case ID.
- 4. Press **F8** to retrieve the case.
- 5. Click on the Ltd. Event Tab.
- 6. Click the Event LOV button, and select the event from the list.
- 7. Enter the **Date** of the hearing.
- 8. Enter the **Time** of the hearing.
- 9. Enter the **Judge** presiding over the hearing.
- 10. Click the **Room** LOV button, and select the room from the list.
- 11. Enter the **Locn** (Location), if it doesn't automatically populate.
- **IINT:** Priority will default.
  - 12. Enter **Event Text**, if needed.
  - 13. Press F10 to save.

### **CSAEVNT**



#### II. Scheduling an Event in CSAEVNT

- Go to CSAEVNT.
- 2. Enter the Case ID.
- 3. Click the **Event** LOV button, and select the event from the list.

HINT: The Judge ID and Description will fill in for you.

**HINT:** If the case you are scheduling has a related case, there will be a check mark in the box beside **ReI** (Related).

- 4. Enter the **Schedule** date for the hearing.
- 5. Enter the **Time** of the hearing.
- 6. Enter the number of Days, Hr and/or Min to specify length of trial.

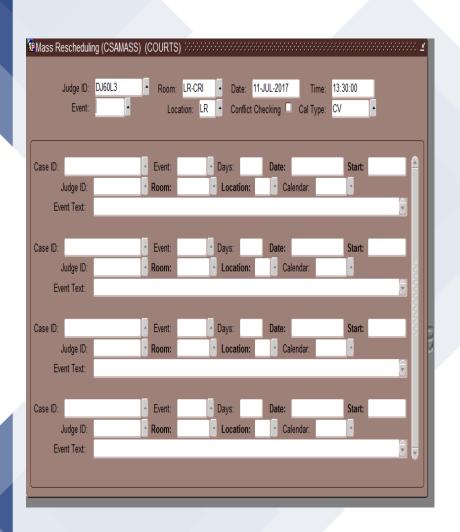
1 EVENT MAINTENANCE

#### CIVIL AND SMALL CLAIMS INITIATION AND PROCESSING D

- 7. Click the Room LOV button, and select the room from the list.
- 8. Enter a 'C' in the Confirm field to override scheduling conflicts.

HINT: If scheduling a multi-day event, leave Confirm field blank.

### **CSAMASS**



#### Mass Rescheduling

The CSAMASS (Mass Rescheduling) form allows changes to events in mass or bulk. CSAMASS should be used on the rare occasion when an entire <u>day's</u> of events might need to be changed to another Judge, another date or another time.

To mass reschedule an entire date for the same Judge:

- 1. Go to CSAMASS.
- 2. Enter the Judge ID.
- 3. Enter the **Date** the events are scheduled.
- 4. Press Ctrl and PgDn to display existing events.
- 5. Enter the new **Date** for the first event.

**HINT:** The date must be a future date.

- 6. Click in the Date field for the next event.
- 7. Press **F3** to duplicate the new date.
- 8. Repeat steps 6-7 until all events are changed to the new date.
- 9. Press **F10** to save.
- 10. Exit CSAMASS.

### **FIXING**

CSARSCH- Changes to Events

### **CSARSCH**

Case ID:		•			f
Event:				Priority:	Continued:
Case Type:	Trial Type:	▲ □. Rel	Cons Cal Type:	Proj:	
Judge ID:				Age in Da	
Scheduled:		Time:		Hr:	Min:
Room:	▲ Locn:		Day of		Confirm:
vent Text:					<u> </u>
		Cas	se/ Event Parties ———		
Party Type	Party ID	Name	Security	y Phone	Lang
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### **CLOSING**

- CSAEOUT-Closing an Event- single
- CDAEVNT- Closing an Event-multiple

### **REPORTS**

- CSISCHE- Scheduling Query
- CZRSCH- Court Schedule
- CZRSCH2-Court Schedule
- CWRDOCT\_SUM2
- INTERNAL COURT CONNECT- (ICC)
- CZRDOCT- Court Docket

### **DEMONSTRATION**

### RESOURCES

HELPDESK 501-410-1900

ACAP.HELP@ARCOURTS.GOV

HTTPS://COURTS.ARKANSAS.GOV

**ASK ABOUT WORKFRONT** 

# QUESTIONS?