

# MONTHLY PERSON CALENDAR:


This is a monthly calendar display for a specific user. This will display any event that is attached to this user's name.


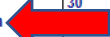
## Menu | Supervision | Calendar

There is also a **Calendar** button on the **My Case Load** screen.

**Monthly Person Calendar**  
August 2019

User ID:  Date:   Include disposed

Add a new event 

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4 5p Conference	5 8p Conference	6 8a Conference	7 8a Conference	8 1:18p Off. Visit 2:15p Probation 3p Probation 3:30p Probation 4p Probation 4:30p Probation 5p Probation	9	10
11	12 3:45p Probation	13 2:15p Probation 3p Discharge 3:30p Probation 3:30p Discharge 3:45p Probation 3:57p Probation 4:30p Probation 5p Probation	14	15 3p Probation 3:30p Probation 3:45p Probation 3:45p Probation 4p Probation 4:15p Probation	16	17
18	19	20 3p Discharge 3:25p Off. Visit 3:30p Discharge	21	22 4:15p Probation 4:30p Probation	23	24
25	26 3:30p Probation 	27	28	29 2:15p Probation 3p Probation 3:30p Probation 4p Probation 4:30p Probation 5p Probation 	30	31

- **User ID:** This will default to your User ID, but you can type in any quest user ID to retrieve that person's calendar.
- **Date:** This will default to today's date. If you want next month press the **Next** button. If you want last month, press the **Prior** button.
- **Include disposed:** This will show the past events which have been disposed.

Click the **Submit** button to show the results.

- **Add a new event:** This will allow you to Add an event for yourself, separate from a case, such as a Vacation or Training Day.

### Event Detail

Event date/time:\* 8/26/2019 8:00 am Choice:

Event type:\* VAC - Vacation

Court: -- Select --

Estimated length in minutes:\* 480

Location:

Schedule for:

Case(s):

Include this user:

Disposition: -- Select --

Disposition date/time:

Actual start date/time:  Actual end date/time:

Notes:

Click the **Update** button to save your work.

To attach your name to an event, when you add an event on a case, make sure you add the user name in the Include this user field.

If you add your name to court events, your name will appear on the docket below the defendant's name.

**Event Detail**

*entry.*

Event date/time:\* 8/29/2019 3:30 pm Choice:

Event type:\* PROB - Probation Office Visit

Court: YSO - the Youth Services Office

Estimated length in minutes:\* 15

Location:

Schedule for: **Elijah Jacob Smith**

Case(s):  Elijah Smith: Case 1 - Defendant - 59JC1-2019-JD-54 (Active);  Valerie Smith: Case 1 - Resp Party - 59JC1-2019-JD-54 (Active)

 Include this user:

Click on the **day of the month** to see the **List Case Person's Schedule** screen.

25	26 3:30p Probation	27 3:25p 3:30p
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### List Case Person's Schedule

A [redacted] n

All scheduled events plus all events for assigned cases

User ID: A [redacted] EN From Date: 8/26/2019 To Date: 8/26/2019  Descending time sequence

[Submit](#) [Prior](#) [Next](#)

Time	Court	Type	Length	Disposition	Names
<a href="#">Add a new event</a>					
3:30 PM	YSO	Probation	15		Mc [redacted] own (11838) An [redacted]



Click the **time** link to view the **Event Detail** screen.

Click the **Cancel** button to return to the **Monthly Person Calendar** screen.

Click the **Event** link to view the **Event Detail** screen.

29 2:15p Probation 3p Probation 3:30p Probation 4p Probation 4:30p Probation 5p Probation	30	31
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User ID:\* kbennett

Date: 10/1/2019

 Include disposed[Submit](#)[Prior](#)[Next](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
		1 8a-4p On Call	2 8a-4p On Call 9a-9:01a Intake 9:30a-9:31a Intake	3 8a-4p On Call 9a-9:01a Other	4 8a-4p On Call
6	7 8a-8:01a Other 12p-12:01p Other	8	9 8:30a-9a Intake 9a-9:01a Intake 10a-10:30a Intake 10:30a-11a Intake	10 9a-11a Intake	11
13	14 8a-8:01a Other	15 1p-1:30p Intake	16 9a-9:30a Intake 9:30a-10a Intake 10a-10:30a Intake 10:30a-11a Intake 11a-11:30a Intake 11:30a-12p Intake	17 9a-11a Intake 11a-1p Intake 2:30p-4:30p Other	18
20	21 2p-4:30p Other	22 8:30a-8:31a Adj/Dispo 8:30a-8:31a Adj/Dispo	23 9:30a-10a Intake 10:30a-11a Intake 11:30a-12p Intake	24 8:30a-10:30a Intake 1:30p-3:30p Intake	25
27	28	29 8:30a-8:31a Adj/Dispo	30 9:30a-10a Intake 10a-10:30a Intake	31 9a-11a Intake 1:30p-3:30p Intake	

Orange is warning you that one of your case assignments has an event at that time. Blue are ones that you are specifically a part of, where your name is on the event detail screen.

#### Event names/cases

ber  
(6126; Case: 5; Defendant; 83SCJ-2018-JR-14A)

Orange, no case person scheduled on the event with the child.

#### Event names/cases

(201865; Case: 2; Defendant; 83SCJ-2019-JR-435)  
Kelley Bennett  
(10282)

Blue, case person name is scheduled on the event with the child.