

Tennessee Department Of Safety

Court Disposition Reporting Web Application

Reasons For The System

- CDLIS 10 Day Reporting Requirement
- Quicker Turn Around On Rejects
- Courts Using This System Do Not Have To Mail In Paper Copies Of Abstracts
- We No Longer Have Staff To Handle Paper Processing
- Savings For Everyone On Paper & Postage

How It Operates

- Print & Fill In Access Request Form
 - Sign It & Fax It To Number On Form
- We Set Up Courts & User Logins
 - Set Up Court Record & User Login Records
 - Who Has Administrator Rights
 - Set Up Other Users
 - Use Email Address For Login
 - System Generates Initial Password
 - We Communicate Login & Password To Court

How It Operates

- Initial Generated Password
 - It Is Complex
 - It Only Displays Once When It Is Set Up
 - It Is Copied From Where It Is Shown & Pasted It Into An Email To Avoid Errors.
 - Login & Password Email Is Sent To Court Administrator Who Communicates It To The New User

How It Operates

- Navigate To The Web Site
 - Enter The URL (Uniform Resource Locator) Into The Web Browser & Hit Enter
<https://courtreport.safety.state.tn.us/login.aspx>
 - Note: This Will Change To
<https://courtreport.safety.tn.gov/login.aspx> soon

How It Operates



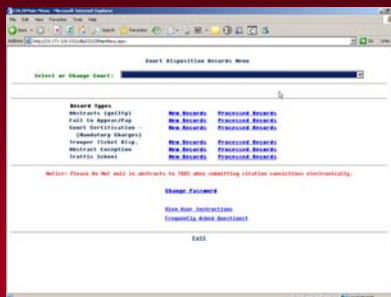
How It Operates

- Frequently Asked Questions (PDF)
 - Click To Display FAQs & Answers
 - Please Provide Suggestions For Additions
- Print Sign-Up Form (PDF)
 - Click To Display Sign-Up Form
 - Print The Form
 - Fill In One Copy For Each User
 - Each User Must Sign
 - Designate Administrator(s)
 - Fax To Number Shown On Form

How It Operates

- Logging Into The System
 - Enter Login (Email Address)
 - Enter Password
 - Press Enter Or Click Login
- Choose Your Court Record
- Change Your Password If First Login

How It Operates



Main Menu

- Choose Your Court Record
 - Only Courts You Are Authorized To Work On Will Appear In The List
 - Click On The Court Record For The Court Whose Dispositions You Will Be Working On
 - Remember, When You Finish Working Records For One Court, If You Need To Enter Records For Another Court, You Must Select The New Court Record

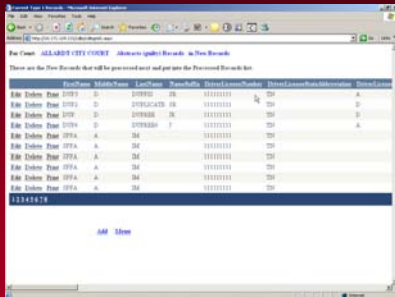
Main Menu

- Record Types
 - Case Abstract Records
 - Failure To Appear / Pay Records
 - Court Certification Records
 - Trooper Ticket Records
 - Abstract Exception Records
 - Completed Traffic School Records

Main Menu

- Working Links For Each Record Type
 - New Records
 - Processed Records
 - Rejected Records
 - This Link Only Appears If Records Exist
- Change Passwords
- View User Instructions
- Frequently Asked Questions (FAQs)
- Exit (Return To Login Screen)

New Records Screen



Selected Court Is Displayed At The Top Of The Screen

New Records Screen

- New Records Link
 - Click The New Records Link For Desired Record Type
 - Displays Records Not Yet Uploaded To Driver History On Mainframe (If Any Exist)
 - Add Button
 - Click The Add Button To Display The Data Entry Form
 - Enter New Disposition Record
 - Click Submit Button
 - Errors Listed At Bottom (Bad Date, Bad DL Check Digit)
 - Correct Errors & Resubmit
 - Click Menu To Return To Main Menu

New Records Screen

- New Records
 - Click Edit Link To Change Record
 - Make Changes & Click Submit
 - Saves The Updated Record Pending Upload To Driver History On Mainframe
 - Click Delete Link To Delete Record
 - System Does Not Request Confirmation On Delete
 - Click Print Link To Print Record
 - Click Return To Return To New Records Screen
 - Click Return Button To Return To Main Menu

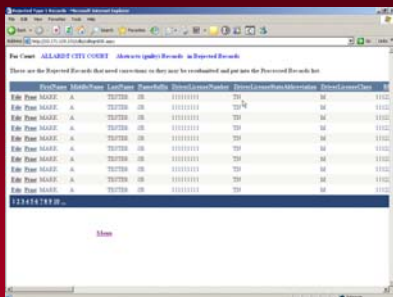
Main Menu

- Rejected Records Link
 - Records Were Rejected By Driver History
 - Click Edit Link To Fix Problems
 - Displays Data Entry Screen
 - Reason(s) For Rejection Shown At Bottom
 - Make Corrections & Click Submit
 - Updated Record Saved Back To New Records
 - Disappears From Rejected Records Group
 - Click Delete Link To Delete Record (Not Ready Yet)
 - Removes The Rejected Record
 - Does Not Request Confirmation Before Deleting

Main Menu

- Rejected Records Link (Continued)
 - Click Print Link To Print Record
 - Click Numbers To Display More Records
 - Click Menu Button To Return To Main Menu

Rejected Records Screen



Main Menu

- Change Password Link
 - Click To Change Your Password
 - Password Standards Apply To New Password
 - Min 7 Char, 1 Special (Not Number Or Letter)

The End

- We Hope You Find The System Intuitive And Easy To Use.
- You Get Immediate Feedback On Rejected Records
- Currently Uploading Monday & Thursday Nights So Rejects Are Available Tuesday & Friday
- We Hope To Upload Nightly Soon
- No Need To Submit Paper
- Future Enhancements Are Being Planned
- Please Provide Your Input & Suggestions
