

Court Management System User Manual For Admin Tab

17th Judicial Circuit Court of Florida



BY

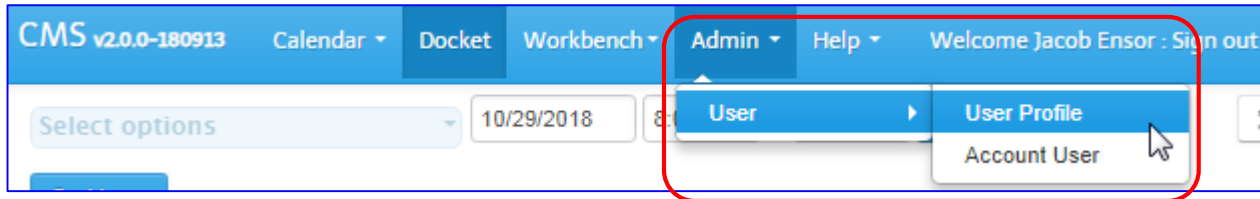
JUDICIAL SYSTEM INFORMATION (JIS)

How to Use Admin Tab

Getting Familiar with User Profile and Account User windows of the Admin Tab

- How to Change User Name or Password using User profile screen.
- How to Create a sub user (account for legal Assistant or an associate) using Account User screen.

How to Update Existing User Name and/or Change Password



User Profile

Update your User Details

User Name:
(Tip: User Name must be a valid email address)

Password:

New Password:
Min 8 characters (Alphanumeric only)

Confirm New Password:

Last Name: First: Middle:

Street1:

Street2:

City: State: Zip:

Phone Home:

Phone Cell:

Phone Work:

This is the scroll bar of the user profile window. Scroll down to see the Save button.

Note: User must be logged into system using his/her current username and password.

Please use [Google Chrome](#) or [Mozilla Firefox](#) browser only.

- Once you are logged into the system, go to Admin>>User>>User Profile
- In the profile window, if changing only user name, enter new user name and scroll down to save. Logout and log back in using the new user name.
- You will change the Password in same manners, enter current password and new password twice and click on the save button. Logout and log back in using new password.

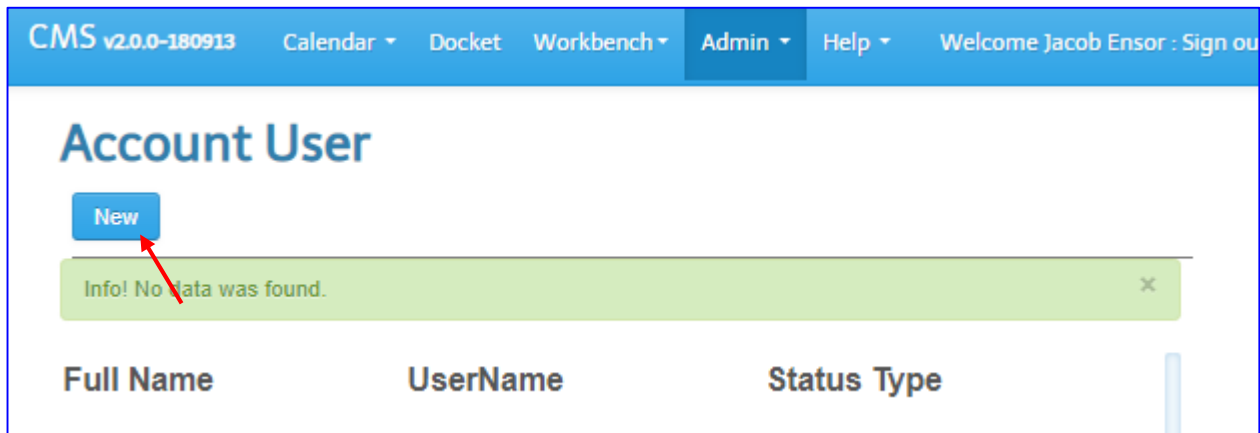
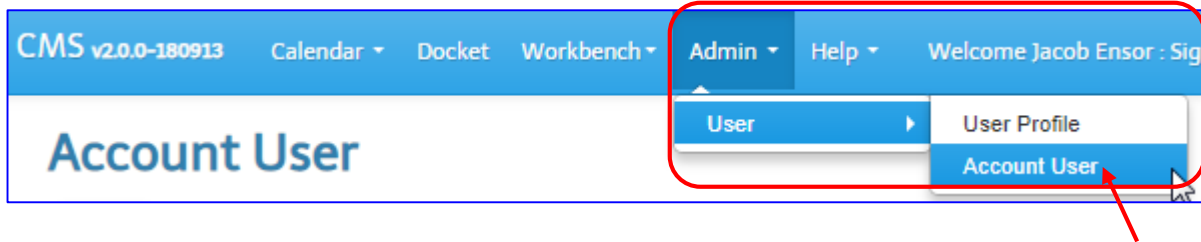
Phone Fax:

Primary Email:

Alternate Email:

User can use any email other than listed on Florida Bar website as a new Username, but forgotten password will be sent out to the email address that is listed on Florida Bar website only. It is advisable to enter FL Bar Email in the Primary Email section. Address and Phone numbers are not required fields.

How to Create an Associate's Account - Admin >> User >> Account User



Note: The purpose of “Account User” section is to create an account for the associate in the firm. Attorney can create an account for his/her legal assistant so he/she can use the CMS system.

Attorney must be logged into system using his/her current username and password.

Please use [Google Chrome](#) or [Mozilla Firefox](#) browser only.

- Once you are logged into the system, go to Admin>>User>>Account User
- The system displays Account User window.
- Click on the “New” button.

Note: Make sure the browser is in full screen mode in order to see the new user window to the right side of the browser.

How to Create Associate's Account - Admin >> User >> Account User

Account User

Full Name	UserName	Status Type
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User Profile

User Name:
(Tip: User Name must be a valid email address)

Last Name: First: Middle:

Street1:

Street2:

City: State: Zip:

Phone1:

Phone2:

Email1:

Email2:

Note: Make sure the browser is in full screen mode in order to see the new user window to the right side of the browser.

- Enter an associate's email address in the User Name field.
- Enter Associate's First and Last Name
- Enter your own email address in "Email1:" field.
- Click on Save button to complete the entry.
- Look for popup window and confirm by clicking on the "Yes" button.

You are about to add new user, are you sure?

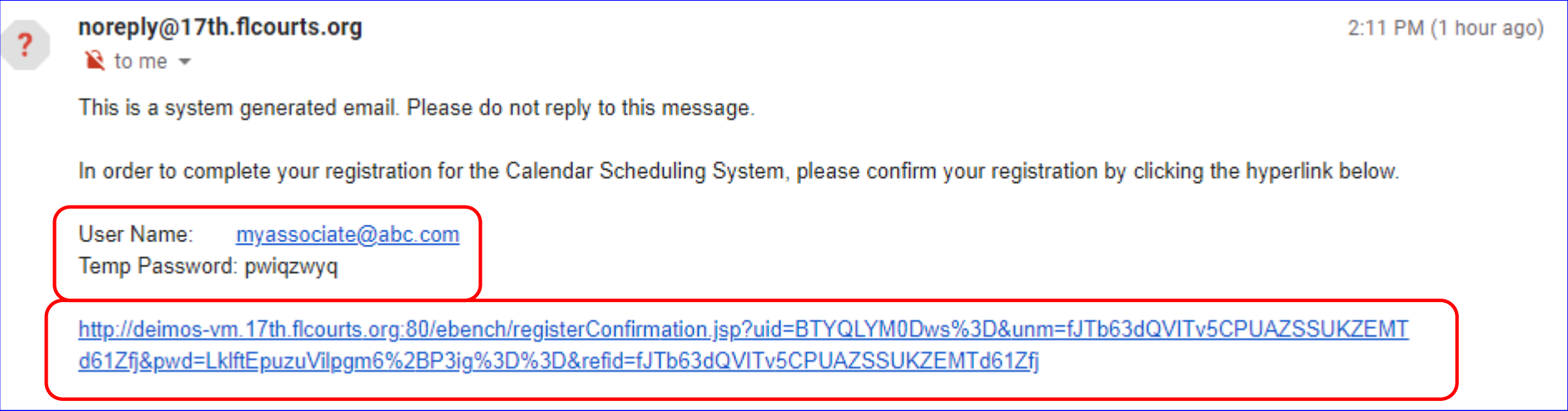
How to Create Associate's Account - Admin >> User >> Account User

The screenshot shows the CMS Admin interface. At the top, there is a navigation bar with 'CMS v2.0.0-180913', 'Calendar', 'Docket', 'Workbench', 'Admin', and 'Help'. The 'Admin' menu is expanded, showing 'Account User' which is highlighted with a red box. Below the header, there is a 'New' button and a green success message: 'Success! Created.' Below this is a table with columns 'Full Name', 'UserName', and 'Status Type'. The table contains one row: 'Associate, My', 'myassociate@abc.com', and 'REGISTERED'. The 'REGISTERED' status is highlighted with a red box.

Full Name	UserName	Status Type
Associate, My	myassociate@abc.com	REGISTERED

Note: An Associate account has been registered. An associate gets the email as shown on the next page

How to Create Associate's Account - Admin >> User >> Account User



Note: An associate opens the email and clicks on the provided link inside the email to complete the registration process. (please be advised to click on the right side of the link to make sure “Confirm Registration” window pops up not the login window).

How to Create Associate's Account - Admin >> User >> Account User

Confirm Registration

Enter Your User Credentials

User Name

Temp Password

New Password
Min 8 characters (Alphanumeric only)

Confirm Password

Note: After clicking on the provided link in the email, an associate enters the user name and temporary password that was provided in the body of same email.

➤ Enters the new password twice and clicks on the “Confirm” button.

The pop up window will display a message that the user has been registered.

➤ Click on the “Ok” button to close the pop window.

You have been registered and may now use the system.

How to Create Associate's Account - Admin >> User >> Account User

17th Judicial Court Management System

You have been signed out. Please sign in again. ✕

Please sign in

myassociate@abc.com

.....

[Sign in](#) [Register](#)

Forgot your user name or password? ?

Updates

[New Agreed/Proposed Orders Training Guide](#)

[Supporting Documents Training Guide](#)

Note: The associate is ready to login to the system.

CMS v2.0.0-180913 [Calendar](#) [Docket](#) [Workbench](#) [Help](#) [Welcome My Associate](#) [Sign out](#)

Select options 10/29/2018 8:00am to 10:00pm All Day ✕

Sort by: ▼

Filter by Party Two [Docket Summary](#)

No events scheduled.

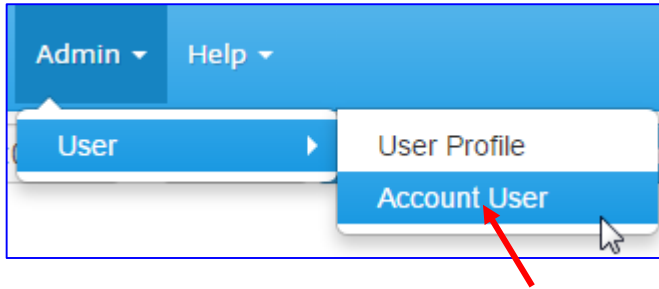
How Attorney checks the status of Associate's Account - Admin >> User >> Account User

The screenshot shows the CMS v2.0.0-180913 Admin interface. The top navigation bar includes 'Calendar', 'Docket', 'Workbench', 'Admin', and 'Help'. The user is logged in as 'Welcome Jacob Ensor : Sign out'. The main content area is titled 'Account User' and features a 'New' button. Below this is a table with the following data:

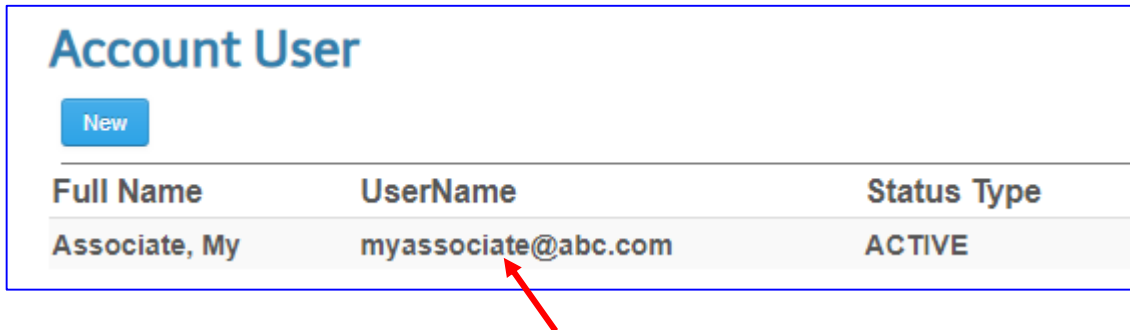
Full Name	UserName	Status Type
Associate, My	myassociate@abc.com	ACTIVE

Note: The Attorney can also check the status of an associate's account. It has been changed from "Registered" to "Active" status.

How an Attorney can Disable an Associate's Account due to employment changes



- Attorney can go to the Admin tab and select “Account User” option from the menu



Account User

New

Full Name	UserName	Status Type
Associate, My	myassociate@abc.com	ACTIVE

A red arrow points to the 'myassociate@abc.com' entry in the table.

- Click on the desired user name, the profile window will open up on the right side of the browser as shown on next page

How an Attorney can Disable an Associate's Account due to employment changes

User Profile

User Name:
(Tip: User Name must be a valid email address)

Last Name: First: Middle:

Street1:

Street2:

City: State: Zip:

Phone1:

Phone2:

Email1:

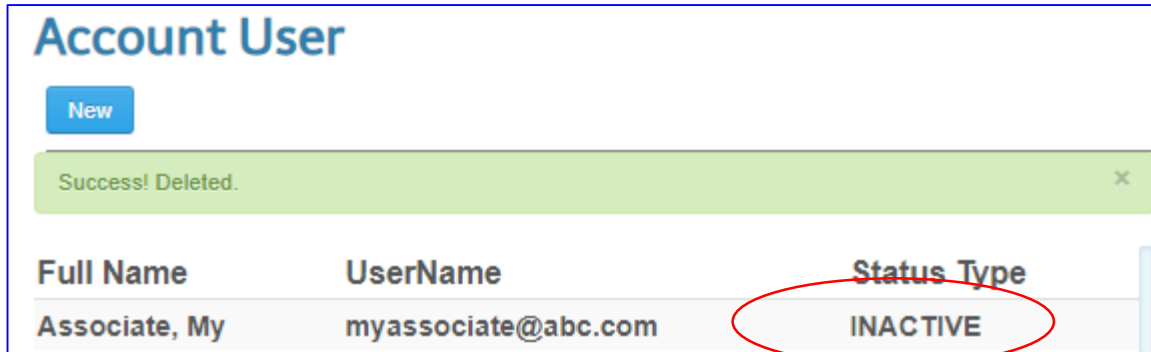
Email2:

- Click on “Delete” button the warning message will pop up

Warning!!! You are about to delete this user, are you sure?

- Click on “OK” button

How an Attorney can view the Status of an Associate's Account after Disabling the Account



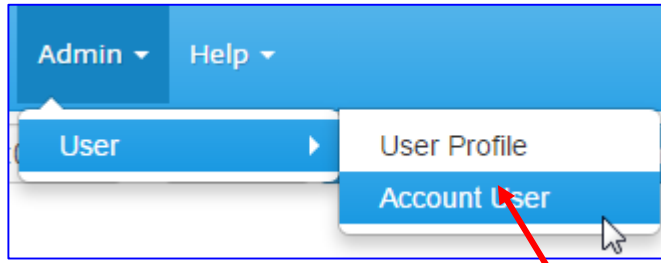
The screenshot shows a web interface titled "Account User". At the top left, there is a blue "New" button. Below it is a green success message: "Success! Deleted." with a close icon. The main content is a table with the following data:

Full Name	UserName	Status Type
Associate, My	myassociate@abc.com	INACTIVE

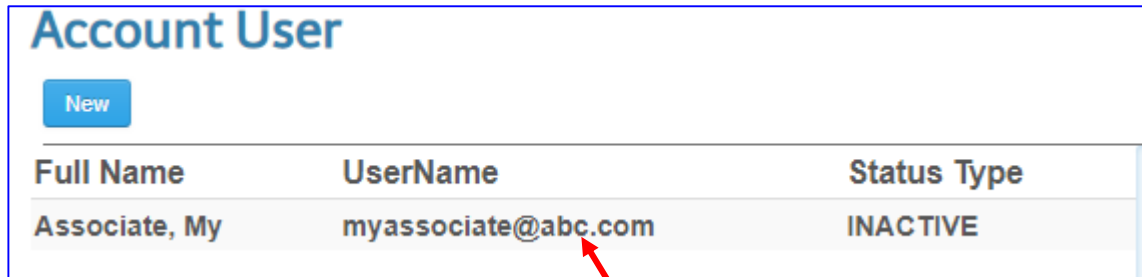
Note: Attorney can verify if the account has been inactivated by clicking on the Admin>> Account>> Account User option of the menu.

As Noticed: The status reads "INACTIVE".

How an Attorney can Enabled an Inactive Account of an Associate



- Attorney can go to the Admin tab and select “Account User” option from the menu
- Click on the Name you want to re-register. (there could be multiple accounts)



A screenshot of the 'Account User' page. It features a 'New' button and a table with columns for 'Full Name', 'UserName', and 'Status Type'. A red arrow points to the 'myassociate@abc.com' entry in the 'UserName' column.

Full Name	UserName	Status Type
Associate, My	myassociate@abc.com	INACTIVE

How an Attorney can Enabled an Inactive Account of an Associate

User Profile

User Name:
(Tip: User Name must be a valid email address)

Last Name: First: Middle:

Street1:

Street2:

City: State: Zip:

Phone1:

Phone2:

Email1:

Email2:

- Click on the “Re-register” button
- The status will change back from “INACTIVE” to “REGISTERED”
- The User will follow same instructions on how to activate already registered account.

Note: The sub user will follow same instructions from page 7-9 to complete the registration process.

Account User

Success! Updated.

Full Name	UserName	Status Type
Associate, My	myassociate@abc.com	REGISTERED