Virginia Specialty Dockets Database:
Compliance Reviews – Copy to Next Week

This allows for Compliance Reviews to be copied without having to re-enter the review.

1. Access the database and open the case you want to update.
2. Scroll to the **Compliance Reviews** module and click the **plus (+) sign**.
3. The screen below comes up, showing prior completed compliance reviews.

4. Click the hyperlinked model type in the **Model** column – this opens the summary of that compliance review.
5. Click **Actions** and **Copy to Next Week**.

6. A green box then comes on the screen to tell you this was successful

7. If this new compliance review needs to be edited, go back to the **Compliance Reviews** module, and click on the edit button.

Model	Review Date	Did Participant Appear in Court?	Did Participant Comply with Employment Requirements?	Did Participant Comply with Education Requirements?	Actions
Adult Court	03/22/2022				✎ 🗑
Adult Court	03/15/2022				✎ 🗑