

## 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.

Compliance Reviews <span>[-]</span>				
Model	Review Date	Did Participant Appear in Court?	Did Participant Comply with Employment Requirements?	Did Participant Comply with Education Requirements?
Adult Court	03/15/2022			
				Actions

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**.

Home > Compliance Reviews  
540CC-22-00113925

General

Case 540CC-22-00113925: Hettfield, James
Model Adult Court

Edit  
Copy to Next Week  
Delete

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

ACTIONS

✓

Action Copy to Next Week complete.  
Processed 1 record.

✓

Message  
Copied compliance review to next week.

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

Compliance Reviews 					
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				 