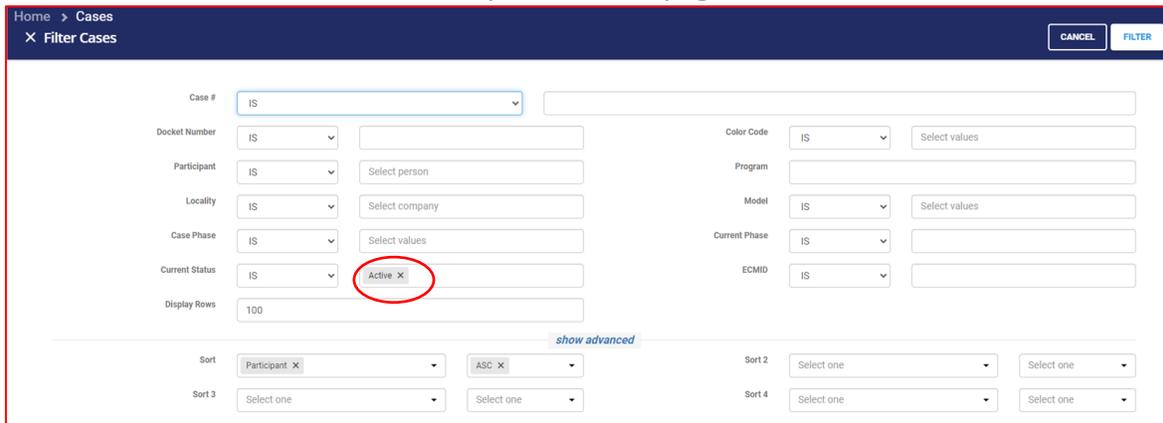


Virginia Specialty Dockets Database: Locating Inactive Cases and Updating Case Status

When a participant is not in the list of “active” cases, how do you find them?

1. Access the database and navigate to your case list.
2. Click **Actions** and then **Filter** to open the filter page.



Home > Cases
X Filter Cases [CANCEL] [FILTER]

Case # IS []

Docket Number IS []

Participant IS [Select person]

Locality IS [Select company]

Case Phase IS [Select values]

Current Status IS [Active X]

Display Rows 100

Color Code IS [Select values]

Program []

Model IS [Select values]

Current Phase IS []

ECMID IS []

Sort Participant X [ASC X]

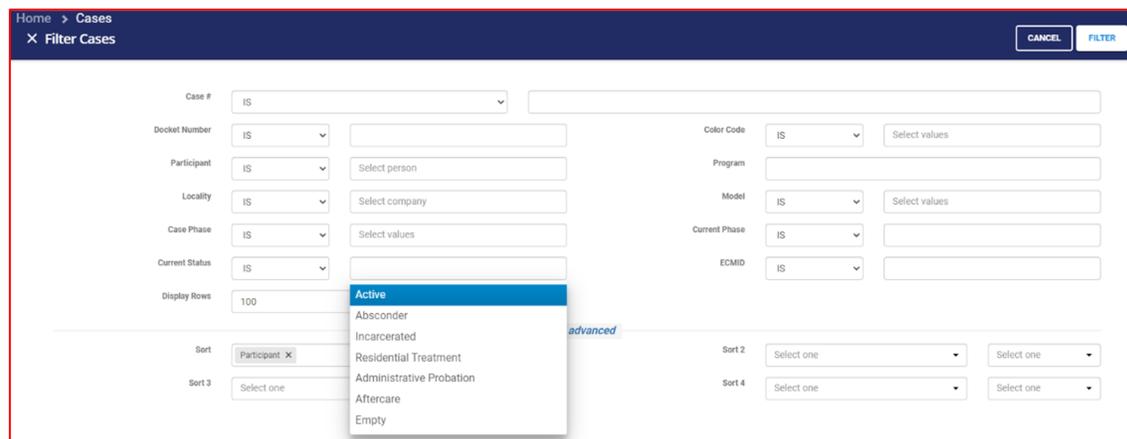
Sort 2 [Select one] [Select one]

Sort 3 [Select one] [Select one]

Sort 4 [Select one] [Select one]

show advanced

3. For **Current Status** hit the “x” to remove “Active,” select the appropriate option to use as a filter (Absconder, Incarcerated, Residential Treatment, Administrative Probation, Aftercare, Empty), and click **Filter** in the upper righthand corner.
4. This will limit cases to only those with that specific **Current Status**.



Home > Cases
X Filter Cases [CANCEL] [FILTER]

Case # IS []

Docket Number IS []

Participant IS [Select person]

Locality IS [Select company]

Case Phase IS [Select values]

Current Status IS []

Display Rows 100

Color Code IS [Select values]

Program []

Model IS [Select values]

Current Phase IS []

ECMID IS []

Sort Participant X [ASC X]

Sort 2 [Select one] [Select one]

Sort 3 [Select one] [Select one]

Sort 4 [Select one] [Select one]

show advanced

Active
Absconder
Incarcerated
Residential Treatment
Administrative Probation
Aftercare
Empty

- This could also be accomplished by changing **Current Status** to “IS NOT” active and then clicking **Filter** in the upper righthand corner.
- This will filter cases to all those that do *not* have the **Current Status** of “Active.”

Home > Cases
X Filter Cases [CANCEL] [FILTER]

Case # IS [Select values]

Docket Number IS [Select values]

Participant IS [Select person]

Locality IS [Select company]

Case Phase IS [Select values]

Current Status IS [Active X]
IS NOT
EMPTY
NOT EMPTY

Color Code IS [Select values]

Program [Select values]

Model IS [Select values]

Current Phase IS [Select values]

ECMID IS [Select values]

Display Rows [show advanced]

Sort Participant X [ASC X] Sort 2 [Select one] [Select one]

Sort 3 [Select one] [Select one] Sort 4 [Select one] [Select one]

- To change **Current Status** to Active, open the particular case you want to update.
- Click **Actions** and **Update Status**
- Complete the required fields and click **Submit**.

Back

Case - 59MB-22-00113927: Ulrich, Lars

End Date of Previous Status *

Start Date of New Status *

New Status Name *
Incarcerated X

Description *

Asterisk (*) fields are required.

[CLEAR] [SUBMIT]