



Automated Jury Management Software

***Attend Module
Quick Reference Guides***

September 2010

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Print Persons to Attend Report* for Day of Trial

	The Persons to Attend report is printed for a specific trial (or orientation) date. It includes any contact information in the program for pool members as well as participant number, pool sequence number (random order number), and bar codes for scanning.
1.	After logging into the program, click the Attend Module icon.
2.	Click the Reports menu item.
3.	Click Persons to Attend – the first report. The Persons to Attend screen will appear.
	<p>This report can be printed by:</p> <ul style="list-style-type: none"> • Attendance Date only, • Attendance Date and Time, • Attendance Date and Judge or • Attendance Date, Time, and Judge <p>If a date and time are selected, ONLY people with the exact date and time will display on the report. If a date, time, and judge are selected, ONLY people with the exact date, time, and judge will display on the report. It is recommended that only a date be selected if the court typically has one trial per day.</p>
4.	Click the calendar to the right of the Attendance Date field, and select the date for which the report needs to be printed. Selecting a date is <i>mandatory</i> .
5.	Click the arrow to the right of the Time field to view a list of times, and select a time if needed.
6.	Click the arrow to the right of the Judge field to view a list of judges, and select a judge if needed.
7.	Click Accept . A preview of the report will display.
8.	Review the report by using the First, Prior, Next, and Last navigation buttons if needed.
9.	Click Print .
10.	Make the selections for the printer and click OK .
11.	Click Close . The Attendance Module main window will appear.

*Example of report on back

Persons to Attend - Tue 02/17/09

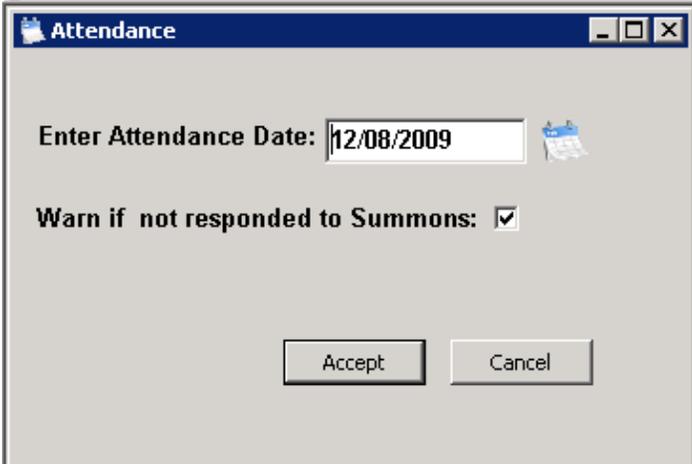
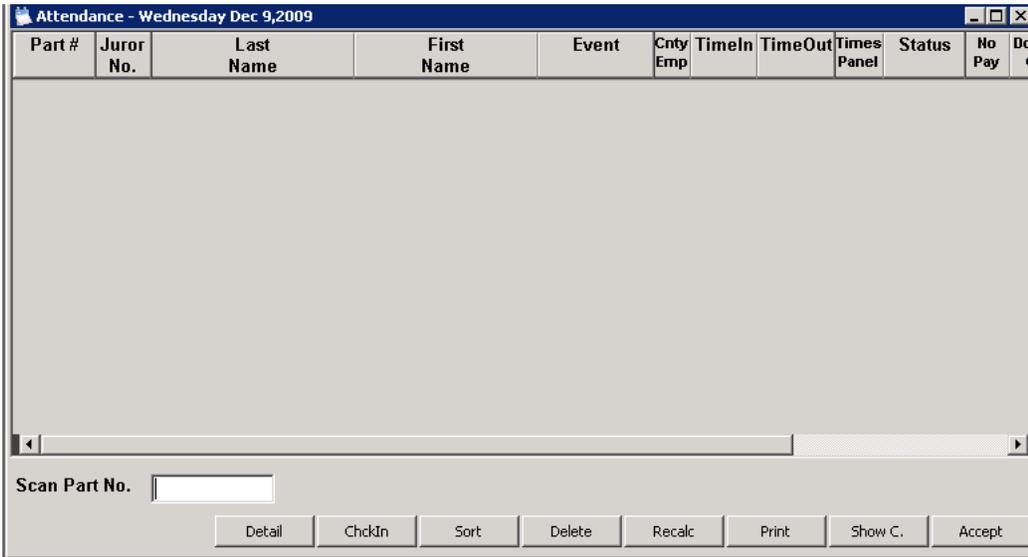
Date: 02/18/2009

ELM COUNTY CIRCUIT COURT

Time: 10:14 AM

Part No	Name	Address / Additional Info	Notes
Pool No: 998090204 Judge: HERBERT WRIGHT - DIV 4			Time: 4:00 PM Room:
027105297 04-0023	ABERNATHY, FLOYD D	229 GOLDEN RD LIME, AR 72150 Home: 501-777-8888 Work: 501-222-3333 Cell: 501-456-4564 Email: floyd@somewhere.com Miles:	Two day vacation at end of February
001484347 04-0034	ALLEN, CHRISTOPHER N	1005 HEATHERDOWN TRL MANGO, AR 72315 Home: 870-532-0012 Work: Cell: Email: Miles: 15	Persons to Attend test
001153823 04-0037	ALVERSON, JUDY N	1311 CHESTNUT ST STRAWBERRY, AR 72015 Home: 847-609-6 Work: Cell: Email: Miles:	
001613596 04-0003	ANTHONY, CHARLES R	238 CHRISTOPHER CV #8 FIG, AR 72454 Home: 501-888-8888 Work: 501-999-9999 Cell: 501-444-7777 Email: charles@there.com Miles:	
000258706 04-0048	BALLOW, ANGENITA M	74 S CIRCLE DR BANANA, AR 71753 Home: 870-901-6475 Work: Cell: Email: Miles:	
001824801 04-0052	BANKS, JUDY G	403 W CENTRAL AVE CHERRY, AR 72401 Home: 932-199-6 Work: Cell: Email: Miles: 30	Persons to Attend test
000233883 04-0051	BARBER, CLARISSA A	1115 NORTH DRIVE HUCKLEBERRY, AR 71667 Home: 870-357-2015 Work: Cell: Email: Miles:	
042105638 04-0080	BENNETT, BILL E	56 MCKENZIE COVE OAK CITY, AR 72855 Home: Work: Cell: Email: Miles:	

Attend People for an Event (Trial or Orientation)

	<p>On the day of an event (trial), the prospective jurors need to be attended (checked in or scanned in). The steps for performing this task are listed below.</p>
<p>1.</p>	<p>After logging into the program, click the Attend Module icon. The Attendance window will appear.</p>
<p>2.</p>	<p>Click the Attend button. The Attendance screen will appear.</p> 
<p>3.</p>	<p>The <u>current</u> date is automatically displayed in the Enter Attendance Date field. If the date needs to be changed, click the blue calendar button and select the correct month, year, and date.</p>
<p>4.</p>	<p>The Warn if not responded to Summons box is checked automatically. If the box is left checked and a person attended who has <u>not</u> returned their summons, a warning message will display. The box can be left checked, or uncheck the box to avoid displaying the warning message.</p>
<p>5.</p>	<p>Click Accept. The Attendance screen (with selected date) will appear.</p> 

6.	There are two methods for attending people. <ul style="list-style-type: none">• Type participant numbers in the Scan Part No field <u>or</u>• Scan bar codes from Summonses, Labels, or a report (Persons to Attend or Customized Jury reports).
7.	Place the mouse cursor in the Scan Part No field and click once.
8.	Type a participant number or scan a bar code. The person's information will be displayed in the Attendance screen. <u>Note:</u> Only people physically in the courtroom should be attended.
9.	If a person being scanned (attended) does not have the current date in their participant record (Next Report Date), the following message will be displayed.  Click Yes and continue scanning people into attendance.
10.	Repeat Steps 7 through 9 until all prospective jurors have been attended.
11.	After attending everyone, click the Accept button.
12.	Click Yes to answer "Do you want to save and exit?" The Attendance window will appear.

Jury Attend and Confirm*

	<p>These steps outline how to attend and confirm the jury for a particular event. It is important to note that this process “freezes” the people, dollar amounts, and role (juror or alternate) for a specific day. This “freezing” makes it possible to pay the right people the right amount for the right event.</p> <p>Before following these steps, the people must be attended, a panel created, and the jury empanelled.</p>
1.	After logging into the program, click the Attend Module icon.
2.	Click the Jury Att button.
3.	Select the Event Number .
4.	<p>The Enter Attendance Date field automatically displays today’s date. This date <u>must match</u> the date of the trial. Click the calendar button to select the month, year, and date needed.</p> <p><u>Note:</u> If a trial lasted more than one day, complete all of these steps for each day – changing the date as needed.</p>
5.	If paying mileage, check Add Expenses To All Jurors and Gather mileage automatically . If the court pays mileage and the number of miles is entered in a person’s participant record, checking these two boxes will automatically calculate and include the amount to be paid.
6.	Click Accept .
7.	A message box will display asking if the Attendance Date is correct. Click Yes . The Jury Attendance screen will appear.
8.	Review the names and click Accept .
9.	Click Yes to confirm jury attendance. A J audit report (Jury/Event Attendances) will be created.
10.	Click Yes to change the sort order to alphabetical.
11.	Make the selections for the printer and click OK . The Attendance window will appear.

**Example of J audit report on back*

Jury/Event Attendances

Location: 997

CV20090202

Date: 02/20/2009
Time: 10:32 AM

Attendance Date: Feb 20, 2009

Audit No: J20000283

Expenses

Part No.	Name	CE	T. In	T. Out	Attend	Miles	Rate	Mileage	Park	Trans	Child	Misc Descrip.	Misc Total	Exp. Total	Edt	
023171353	ANDERS, RUBY L	09:00	17:00	17:00	50.00	0.480	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	55.00	Edt
058629442	BAUGHMAN, HEATHER M	09:00	17:00	17:00	50.00	0.480	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	55.00	Edt
001144991	BURKE, LORNA K	09:00	17:00	17:00	50.00	0.480	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	55.00	Edt
001249797	FITZGERALD, WANDA J	09:00	17:00	17:00	50.00	0.480	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	55.00	Edt
001160675	HUTCHERSON, MELISSA A	09:00	17:00	17:00	50.00	0.480	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	55.00	Edt
003125688	LUKES, BETTY M	09:00	17:00	17:00	50.00	0.480	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	55.00	Edt
001304520	MCMICKLE, JANICE F	09:00	17:00	17:00	50.00	0.480	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	55.00	Edt
023144031	PAINE, GREGORY L	09:00	17:00	17:00	50.00	0.480	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	55.00	Edt
045433391	PATRICK, RANDY L	09:00	17:00	17:00	50.00	0.480	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	55.00	Edt
064583290	SAELER, LURETHA	09:00	17:00	17:00	50.00	0.480	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	55.00	Edt
034116339	SHREEVES, MARTHA S	09:00	17:00	17:00	50.00	0.480	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	55.00	Edt
001130208	STONE, LANA K	09:00	17:00	17:00	50.00	0.480	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	55.00	Edt
0003109625	STRICKLAND, CYNTHIA C	09:00	17:00	17:00	50.00	0.480	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	55.00	Edt
0069949097	THACKER, DEMARIS A	09:00	17:00	17:00	50.00	0.480	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	55.00	Edt
Totals: 14													\$700.00	\$770.00		

* = Fees Donated.

Pre-Panel Attend for an Event*

	Prospective jurors assigned to an event through the Pre-Panel process need to be attended on the day of the event (trial). The steps for performing this task are different than the normal process for attending people. Follow the steps below.
1.	After logging into the program, click the Attend Module icon. The Attendance window will appear.
2.	Click the Pre-Panel button. The Pre-Panel Attendance screen will appear.
3.	Click the arrow to the right of the Event No field to see a list of events, and double click the needed event.
4.	Click the calendar to select the month, year, and date of the event. This date should match the date of the event.
5.	Select the start time of the trial. This time should match the time of the event.
6.	Click Accept .
7.	Verify the date, and click Yes in the Attendance dialog box which appears. A list of people assigned to this event through Pre-Panel will appear.
8.	As roll is called, if someone is <u>not</u> present click in the Attend column to remove the check mark. <u>Note:</u> Having a check mark in the Attend column means the person is attended and present in the courtroom.
9.	Click the Count button to verify the number of people attended.
10.	After calling roll and attending everyone, click the Accept button. The printer's dialog box will appear.
11.	Click OK to print the Pre-Panel Check IN report. The Attendance window will appear.
12.	Click the Attend button. The software has moved the Pre-Panel people to the regular Attendance screen.

**Example of report on back*

Location: 997

Pre-Panel Check IN

Date: 04/17/09

Attendance Date: Fri Apr, 17 2009

Time: 03:08 pm

Participant Number	Pool Seq.	Name	Cnty Emp	Not Paid	Time In	Time Out	Times Sel.	Status	Location	Event/Trial
001326102	02-0236	ACKLIN, JOHN D			09:00		1	Responded	CR	CV2009FRIDAY
000965237	02-0226	ADELL, BOBBIE C			09:00		1	Responded	CR	CV2009FRIDAY
062119150	02-0241	ALBERT, JOSE A			09:00		1	Responded	CR	CV2009FRIDAY
062123155	02-0244	ALLEN, BOBBY J			09:00		1	Responded	CR	CV2009FRIDAY
000078494	02-0245	ALVARADO, JOHN E			09:00		1	Responded	CR	CV2009FRIDAY
038767858	02-0231	ARNOLD, JAMES L			09:00		1	Responded	CR	CV2009FRIDAY
001366121	02-0216	BARGER, MELISSA A			09:00		1	Responded	CR	CV2009FRIDAY
071103816	02-0212	BATTIN, CLOIE W			09:00		1	Responded	CR	CV2009FRIDAY
058638412	02-0248	BOBBITT, CONNIE R			09:00		1	Responded	CR	CV2009FRIDAY
048388369	02-0238	CRANK, ROSETTA			09:00			Responded	CR	CV2009FRIDAY
000714689	02-0211	CRAWFORD, WILLIAM E			09:00		1	Responded	CR	CV2009FRIDAY
062122784	02-0221	DAVIS, ALLIENE W			09:00		1	Responded	CR	CV2009FRIDAY
000244056	02-0214	DAVIS, ERIC L			09:00		1	Responded	CR	CV2009FRIDAY
025557130	02-0222	DEVEREUX, RONNIE A			09:00		1	Responded	CR	CV2009FRIDAY
000091463	02-0243	DUNCAN, EUNICE			09:00		1	Responded	CR	CV2009FRIDAY
018404206	02-0210	DUROW, JOSEPHINE B			09:00		1	Responded	CR	CV2009FRIDAY
001368570	02-0218	FLYNT, KRISA D			09:00			Responded	CR	CV2009FRIDAY
001140244	02-0213	GARLING, RITA J			09:00		1	Responded	CR	CV2009FRIDAY
018415365	02-0227	KING, PEGGY A			09:00		1	Responded	CR	CV2009FRIDAY
000065200	02-0246	KUHARICK, JUANITA R			09:00		1	Responded	CR	CV2009FRIDAY
000933270	02-0217	MILLER, RUDOLPH R			09:00			Responded	CR	CV2009FRIDAY
000173155	02-0250	MINTON, PAULA L			09:00			Responded	CR	CV2009FRIDAY
000720344	02-0229	PARRISH, NETTIE L			09:00			Responded	CR	CV2009FRIDAY
000656436	02-0237	PENSE, JAMES D			09:00			Responded	CR	CV2009FRIDAY
027102420	02-0219	PETERS, CHET L			09:00			Responded	CR	CV2009FRIDAY
000135499	02-0239	PITRE, KIM D			09:00			Responded	CR	CV2009FRIDAY
003100241	02-0240	RAMICK, DONALD A			09:00			Responded	CR	CV2009FRIDAY
065103614	02-0225	RICHTER, MARY F			09:00			Responded	CR	CV2009FRIDAY
043127267	02-0230	SHEPHERD, SHARON A			09:00			Responded	CR	CV2009FRIDAY
000071658	02-0209	YOUNG, STEPHEN B			09:00			Responded	CR	CV2009FRIDAY

Total Report : 30

Total Available : 30

Confirm a Panel for Payment*

	<p>These steps outline how to confirm a panel for a particular day. These are the pool members who were present for orientation (no trial) or were not chosen as jurors or alternates for a specific trial.</p> <p>It is important to note that this process “freezes” the people, dollar amounts, and role (panel member) for a specific day. This “freezing” makes it possible to pay the right people the right amount for the right event.</p>
1.	After logging into the program, click the Attend Module icon.
2.	Click the Confirm button. The Confirm Pool/Panel Attendance screen will appear.
3.	The Enter Attendance Date displayed defaults to the day <i>before</i> today’s date. Change this date to match the date people were in the courtroom.
4.	If paying mileage, check Add Expenses To All Jurors and Gather mileage automatically . If the court pays mileage and the number of miles is entered in a person’s participant record, checking these two boxes will automatically calculate and include the amount to be paid.
5.	Click Accept .
6.	A message box will display asking if the Attendance Date is correct. Click Yes .
7.	A second message box will display asking you to make sure you are confirming for the correct day. Click Yes . A list of panel members will display.
8.	Review the names and click Accept .
9.	Click Yes to commit (confirm) daily attendances.
10.	Click Yes to record the default timeout.
11.	Click Yes to enter the default timeout.
12.	Click Yes to continue the confirmation process.
13.	Click Yes to change the sort order to alpha.
14.	Select the options for the printer and click OK . A P audit report (Pool Attendances) will be created.
15.	Click No to printing the Stats Package.
16.	Click No to printing the FTA report (unless the court processes FTA’s). The Attendance window will appear.

*Example of P audit report on back

Location: 997

Pool Attendances

Date: 02/20/2009
Time: 11:25 AM

Attendance Date: Feb 20, 2009

Audit No: P10000474

Expenses

Part No.	Name	CE T. In	T. Out	Attend Miles	Rate	Mileage	Park	Trans	Child	Misc Descrip.	Misc	Total Exp.	Total
038767856	ALLENSWORTH, ANTHONY K	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
025557431	ANGLE, ERMA L	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
000212766	BALENTINE, BARBRA A	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
003121645	BELL, MAXINE E	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
008104045	BLACK, PAUL A	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
000842249	BROOKS, JEANNETTA J	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
000124720	CRAWFORD, EDWIN J	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
022573935	CROSS, ROBERT L	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
282012622	CUNNINGHAM, DENNIE C	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
001321894	FOX, BETH A	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
056115838	GRAVES, CHARLES R	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
001816664	GULLEY, GARY E	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
001247839	HALEY, DALLAS S	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
057524512	HALLAM, JENNIFER A	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
054162901	HARTLEY, NEOUGREY D	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
001822634	HEAD, JOHN F	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
001288799	HUETT, NORMA L	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
000844090	HUGEN, DONALD L	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
008111011	JENKINS, SALLY A	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
001329974	JOHNSON, NINA S	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
000710559	LEBLANC, SHARON A	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
022575883	MIDDLETON, COLBY M	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
024978793	MITCHELL, JEANNIE D	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
000948774	OLMSTEAD, MERLE	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
030112440	PASEL, RYAN T	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
015104323	PIERCE, TERESA D	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
000606194	RICHARDSON, JOE C	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
000860270	ROBERTSON, KIMBERLY A	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
001257715	SHARP, KATHY G	09:38	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
001813702	SIMMONS JR, DOROTHY J	09:39	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
001259288	SMITH, JOHN K	09:39	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00
069953258	SNYDER, ROBIN E	09:39	17:00	15.00	0.480	0.00	0.00	5.00	0.00	Other	0.00	5.00	20.00

Location: 997

Pool Attendances

Date: 02/20/2009

Attendance Date: Feb 20, 2009

Time: 11:25 AM

Audit No: P10000474

Expenses

Part No.	Name	CET. In	T. Out	Attend	Miles	Rate	Mileage	Park	Trans	Child	Misc	Total Exp.	Total	
003126397	STANDARD, CLIFFORD J	09:39	17:00	15.00	0.480	0.00	5.00	0.00	0.00	0.00	0.00	5.00	20.00	
Totals: 33												<u>\$495.00</u>	<u>\$165.00</u>	<u>\$660.00</u>

Confirm a Panel for Payment and Add Expenses*

	<p>These steps outline how to confirm a panel for a particular day <u>and</u> add expenses. These are the pool members who were present for orientation (no trial) or were not chosen as jurors / alternates for a specific trial. (If mileage or other expenses are not paid by the court, Steps 8 through 16 may be skipped.)</p> <p>It is important to note that this process “freezes” the people, dollar amounts, and role (panel member) for a specific day. This “freezing” makes it possible to pay the right people the right amount for the right event.</p>
1.	After logging into the program, click the Attend Module icon.
2.	Click Confirm . The Confirm Pool/Panel Attendance screen will appear.
3.	The Enter Attendance Date displayed defaults to the day <u>before</u> today’s date. Change this date to match the date people were in the courtroom.
4.	<p>If paying mileage, check Gather mileage automatically. If the court pays mileage and the number of miles has been entered in a person’s participant record, checking this box will automatically calculate and include the mileage.</p> <p><u>Note:</u> If mileage has not been recorded in a person’s participant record, it can still be added during this process.</p>
5.	<p>If paying other expenses (lunch, parking, etc.), check Add Expenses To All Jurors. If this box is checked, any expenses recorded in the program will automatically be included for each individual.</p> <p><u>Note:</u> If other expenses have not been recorded in the program, they can still be added during this process.</p>
6.	Click Accept . A message box will display asking if the date is correct.
7.	Click Yes . A list of panel members for the selected day will display.
8.	To add expenses, click a person’s Part # to highlight their record.
9.	<p>Click the Expense button. The Add Expenses dialog box will display.</p> 

*Example of P audit report on back

10.	To enter mileage, type the number of miles in the Miles box. Tabbing to or clicking in another field will update the amount.
11.	To reimburse a person for lunch, click in the Miscellaneous field. The field will be highlighted in yellow.
12.	Type the word "Lunch." (Other miscellaneous expenses can be entered instead of lunch.)
13.	Double click in the Amount field. The 0's will be highlighted in yellow.
14.	Type the amount in this format: 7.55 (8.29, 5.35, etc.). Do not use a \$ sign. (The Total Amount field will not be updated until Accept is clicked.)
15.	Click Accept . The Add Expenses dialog box will close.
16.	If you need to review the expenses just entered, click the Expense button. The dialog box will reopen with updated amounts displayed. After reviewing, click Accept .
	Repeat Steps 8 through 10 to add mileage for others as needed. Repeat Steps 11 through 14 to add miscellaneous expenses.
17.	After adding all expenses, click Accept .
18.	Click Yes to commit daily attendances.
19.	Click Yes to record the default timeout.
20.	Click Yes to enter the default timeout.
21.	Click Yes to continue the confirmation process.
22.	Click Yes to change the sort order to alpha.
23.	Select the options for the printer and click OK . A P audit report (Pool Attendances) will be created.
24.	Click No to printing the Stats Package.
25.	Click No or Yes to printing the FTA report based on the business process of your court. The Attendance window will appear.

Location: 997

Attendance Date: Jun 11, 2009

Pool Attendances

Audit No: P10000503

Date: 06/24/2009
Time: 1:03 PM

Expenses

Part No.	Name	CE T. In	T. Out	Attend Miles	Rate	Mileage	Park	Trans	Child	Misc Descrip.	Misc	Total Exp.	Total
000126536	BISHOP, WANDA N	13:17	11:15	15.00	0.480		0.00	5.00	0.00	0.00 Other	0.00	5.00	20.00
061100066	BOHANNAN, BILLIE R	13:18	17:00	15.00	0.480		0.00	5.00	0.00	0.00 Other	0.00	5.00	20.00
018434096	BRANSON, ROBERT D	13:18	17:00	15.00	0.480		0.00	5.00	0.00	0.00 Other	0.00	5.00	20.00
060202953	BURROWS, SANDRA K	13:18	17:00	15.00	0.480		0.00	5.00	0.00	0.00 Other	0.00	5.00	20.00
023148119	BUTZLAFF, NATOSHA E	13:18	17:00	15.00	0.480		0.00	5.00	0.00	0.00 Other	0.00	5.00	20.00
060204214	BYRD, LEONARD L	13:18	17:00	15.00	0.480		0.00	5.00	0.00	0.00 Other	0.00	5.00	20.00
058653130	FERNANDEZ, WANDA R	13:18	17:00	15.00	0.480		0.00	5.00	0.00	0.00 Other	0.00	5.00	20.00
038771618	HARRIS, HAROLD	13:18	17:00	15.00	22 0.480	10.56	0.00	5.00	0.00	0.00 Other	0.00	15.56	30.56
030117207	HODGES, HARRY J	13:18	17:00	15.00	0.480		0.00	5.00	0.00	0.00 Other	0.00	5.00	20.00
023182018	HUGGINS, MARGARET I	13:18	17:00	15.00	0.480		0.00	5.00	0.00	0.00 Other	0.00	5.00	20.00
001500828	JONES, GAYLE A	13:18	17:00	15.00	0.480		0.00	5.00	0.00	0.00 Other	0.00	5.00	20.00
000149376	JOST, TINA R	13:18	17:00	15.00	0.480		0.00	5.00	0.00	0.00 Other	0.00	5.00	20.00
0001205796	MARLOWE, JONATHAN M	13:18	17:00	15.00	0.480		0.00	5.00	0.00	0.00 Other	0.00	5.00	20.00
0008107989	MILAM, JAMES C	13:18	17:00	15.00	0.480		0.00	5.00	0.00	0.00 Other	0.00	5.00	20.00
056117208	PIKE, ADAM B	13:18	17:00	15.00	0.480		0.00	5.00	0.00	0.00 Other	0.00	5.00	20.00
282021761	ROBINS, IVA S	13:18	17:00	15.00	0.480		0.00	5.00	0.00	0.00 Other	0.00	5.00	20.00
053956452	ROBINSON III, JERRY W	13:18	17:00	15.00	0.480		0.00	5.00	0.00	0.00 Other	0.00	5.00	20.00
062100625	ROWE, DOUGLAS J	13:18	17:00	15.00	0.480		0.00	5.00	0.00	0.00 Other	0.00	5.00	20.00
001488938	THORNTON, JUDITH W	13:19	17:00	15.00	0.480		0.00	5.00	0.00	0.00 Other	0.00	5.00	20.00
001378118	TILLMAN, WANDA W	13:19	17:00	15.00	0.480		0.00	5.00	0.00	0.00 Other	0.00	5.00	20.00
055103852	TOOMBS, FRANCES L	13:19	17:00	15.00	0.480		0.00	5.00	0.00	0.00 Other	0.00	5.00	20.00
023164641	WATTS, WILLIAM T	13:19	17:00	15.00	0.480		0.00	5.00	0.00	0.00 Other	0.00	5.00	20.00
Totals: 22												\$330.00	
												\$120.56	
												\$450.56	

Pre-Payment Attendances Report*

	These steps outline printing a pre-payment attendance report to review before finalizing payment.
1.	After logging into the program, click the Attend Module icon. The Attendance window will appear.
2.	Click the Reports menu item.
3.	Click Pre-Payment Attendances (second item from the bottom of the Reports menu). The Pre-Payment Report – Attendances screen will appear.
4.	Click the calendar to the right of the Date From field, and select the month, year, and date needed. <u>Note:</u> This report can be printed for one day, a month, or any other time frame.
5.	Click the calendar to the right of the Date To field, and select the month, year, and date needed.
6.	Click Accept . The report will open and should be printed and reviewed for accuracy <u>before</u> finalizing payment (clicking the green money bag).
7.	Click Print .
8.	Select the options for the printer and click OK .
9.	Click Close .
10.	After reviewing the pre-payment report and making any corrections (if needed), the next step is to finalize payment. Please see the quick reference guide titled "Finalize Payment."

**Example of report on back*

Location: 997

Pre - Payment Audit Report

Date: 04/21/2009

From: 04/15/09 To: 04/15/09

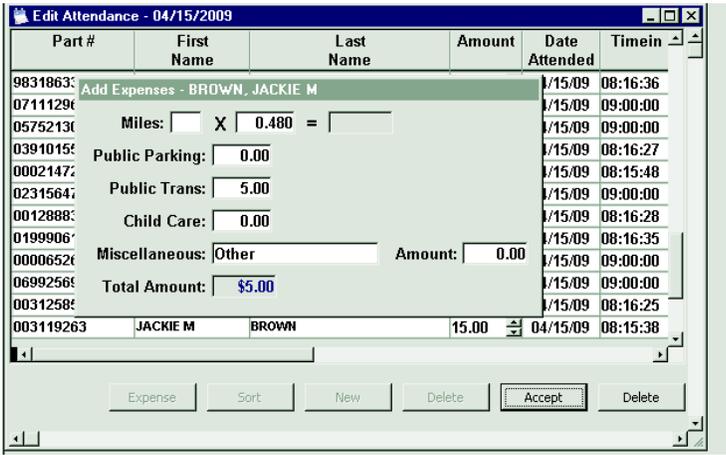
Time: 11:04 AM

Judge: CIRCUIT JUDGE

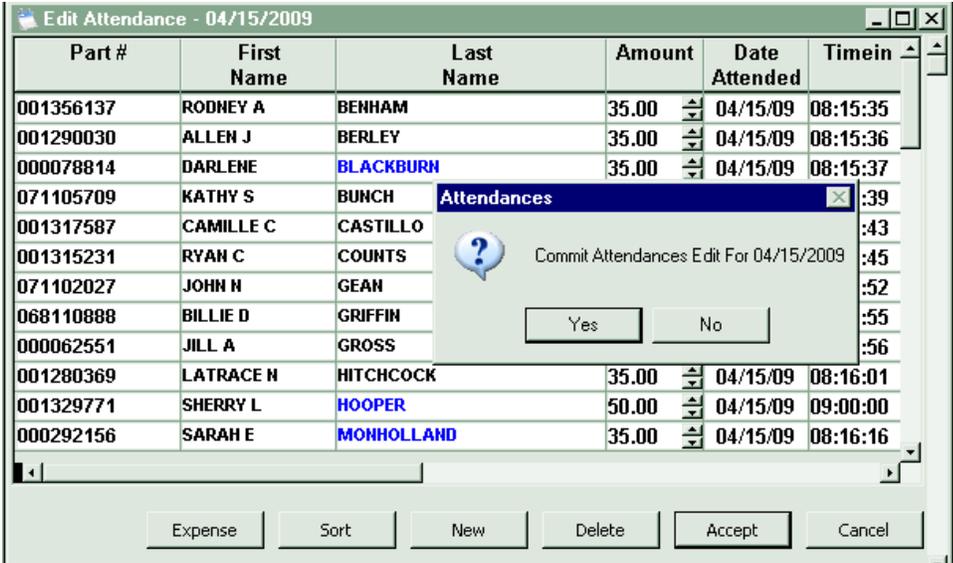
Participant No.	Name	Date	Pool/Trial No	Reason	Amount	Expenses	Total
057521300	AARON, JUDITH E	406 MILLER COUNTY 413 ALMOND, AR 71953					
		04/15/09	CR2009BADSTUFF	Jury	50.00	0.00	50.00
					50.00	0.00	50.00
023143142	ARENSMEYER, JOEY M	933 MTN SPRINGS RD WATERMELON, AR 72173					
		04/15/09	CR2009BADSTUFF	Jury	50.00	0.00	50.00
					50.00	0.00	50.00
001356137	BENHAM, RODNEY A	3101 BLACK OAK CT STRAWBERRY, AR 72753-4444					
		04/15/09	CR2009BADSTUFF	Panel	35.00	0.00	35.00
					35.00	0.00	35.00
001290030	BERLEY, ALLEN J	2117 OMEGA ORANGE, AR 72762					
		04/15/09	CR2009BADSTUFF	Panel	35.00	0.00	35.00
					35.00	0.00	35.00
000078814	BLACKBURN, DARLENE	43 DAVIS ST CHESTNUT, AR 72756-7777					
		04/15/09	CR2009BADSTUFF	Panel	35.00	0.00	35.00
					35.00	0.00	35.00
071112962	BRINEY, DANA W	237 COUNTRYVIEW RD GRAPEFRUIT, AR 72031					
		04/15/09	CR2009BADSTUFF	Jury	50.00	0.00	50.00
					50.00	0.00	50.00
003119263	BROWN, JACKIE M	928 HWY 70 WEST WALNUT, AR 72642-1976					
		04/15/09	CR2009BADSTUFF	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
071105709	BUNCH, KATHY S	29 WOLF BAYOU ROAD RASPBERRY, AR 72031					
		04/15/09	CR2009BADSTUFF	Panel	35.00	0.00	35.00
					35.00	0.00	35.00
001317587	CASTILLO, CAMILLE C	18 DEER RUN DR NECTARINE, AR 72703-3697					
		04/15/09	CR2009BADSTUFF	Panel	35.00	0.00	35.00
					35.00	0.00	35.00
025559777	CLAYTON, BILLIE J	2552 BIG OAK RD RASPBERRY, AR 72554					
		04/15/09	CR2009BADSTUFF	Panel	35.00	0.00	35.00
					35.00	0.00	35.00
023156470	COLLINS, JOHN C	786 HEMPSTEAD 55 NECTARINE, AR 72034-3697					
		04/15/09	CR2009BADSTUFF	Jury	50.00	0.00	50.00
					50.00	0.00	50.00
001315231	COUNTS, RYAN C	334 BUSBEE HAZELNUT, AR 72701					
		04/15/09	CR2009BADSTUFF	Panel	35.00	0.00	35.00
					35.00	0.00	35.00
058647462	CROSS, GORDON F	87 SFC 740 PERSIMMON, AR 72802					
		04/15/09	CR2009BADSTUFF	Panel	35.00	0.00	35.00
					35.00	0.00	35.00
000782650	DAVIS, LAQUITA M	456 CRESTMONT CIRCLE CHERRY, AR 71643					
		04/15/09	CR2009BADSTUFF	Panel	35.00	0.00	35.00
					35.00	0.00	35.00
022568778	DEAN, ISABELLA A	RT 1 BOX 6 LIME, AR 71655					
		04/15/09	CR2009BADSTUFF	Panel	35.00	0.00	35.00
					35.00	0.00	35.00

* = Fees Donated.

Edit Unpaid Attendance Records*

	<p>This quick reference guide outlines how to make corrections to confirmed attendance records, and how to add or make changes to unpaid expenses <u>before</u> finalizing payment. Records can be edited individually or by date of attendance. These steps will outline how to edit records by date.</p>
1.	After logging into the program, click the Attend module icon.
2.	Click the Edit Att button. The Edit Attendance Records screen will appear.
3.	Click the calendar to the right of the Enter Attendance Date field, and select the month, year, and date needed.
4.	Click Accept . The Edit Attendance screen will appear displaying a list of people and amounts for the selected date.
5.	To change (edit) an individual's panel or jury amount, click the person's Part # to highlight their record.
6.	Click the up or down arrow in the Amount column until the correct amount is displayed.
7.	Repeat Steps 5 and 6 for any other person who needs their amount changed.
8.	To add expenses (mileage, lunch, etc) click the person's Part # to highlight.
9.	<p>Click the Expense button. An Add Expenses dialog box with the individual's name will display on top of the Edit Attendance screen.</p> 
10.	To enter mileage, type the number of miles in the Miles box. Tabbing to or clicking in another field will update the amount.
11.	To reimburse a person for lunch, click in the Miscellaneous field. The field will be highlighted in yellow.
12.	Type the word "Lunch."

**Example of edit attendance audit report on back*

13.	Double click in the Amount field. The zeroes will be highlighted in yellow.
14.	Type the amount in this format – 7.55 (8.29, 5.35, etc.). Do not use a \$ sign. <u>Note:</u> The Total Amount field will not be updated until Accept is clicked.
15.	Click Accept . The dialog box will close.
16.	To review the changes, click the Expense button. The Add Expenses dialog box will reopen with the updated amount displayed in the Total Amount field.
17.	Click Accept to close the dialog box. <u>Note:</u> Changes may also be reviewed by maximizing the Edit Attendance screen and viewing the Expenses column for the person.
18.	Repeat Steps 8 through 10 to add / change (edit) mileage for others as needed.
19.	Repeat Steps 11 though 15 to add / change (edit) lunch or other miscellaneous expenses as needed.
20.	Repeat Steps 16 and 17 to review any changes. (This step is optional.)
21.	After making all necessary changes (edits), click Accept . An Attendances dialog box will appear.
22.	Click Yes to the question “Commit Attendances Edit for MM/DD/YYYY?” 
	The printer's dialog box will appear.
23.	Click OK . An Appearance Edit audit report will print and the Attendance window will appear. <u>Note:</u> The report will list <u>only</u> the changes / additions made.

**Example of edit attendance audit report on back*

Location: 997

Attendance Date: Apr 15, 2009

Appearance Edit

Audit No: P10000497

Date: 04/27/2009

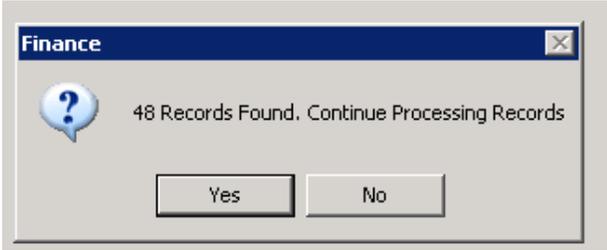
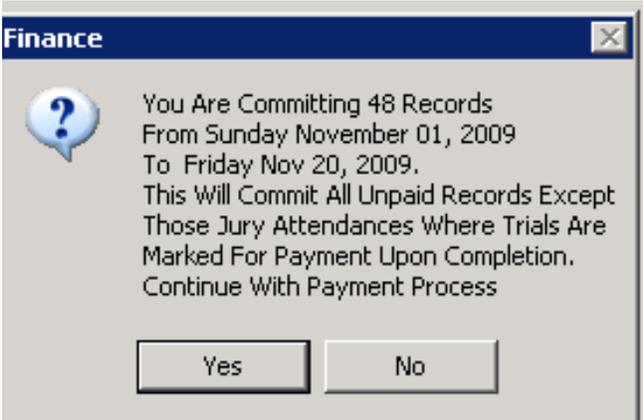
Time: 11:56 AM

Expenses

Part No.	Name	CE	T. In	T. Out	Attend	Miles	Rate	Mileage	Park	Trans	Child	Misc	Descr.	Misc	Total	Exp.	Total
000078814	BLACKBURN, DARLENE	08:15	17:00	17:00	35.00	0.480	0.480	0.00	0.00	5.00	0.00	0.00	Lunch	3.75	8.75	43.75	<u>Edt</u>
000292156	MONHOLLAND, SARAH E	08:16	17:00	17:00	35.00	10 0.480	4.80	0.00	0.00	5.00	0.00	0.00	Lunch	7.55	17.35	52.35	<u>Edt</u>

Totals: 2

Finalize Payment*

	<p>This quick reference guide outlines the process of finalizing payment (Pay Att button in the Attend Module). Finalizing payment is the last step in the payment process. All attendances (jury and panel) must be confirmed (J and P audit reports created) and any needed corrections made <u>prior</u> to finalizing payment. It is important to note that NO changes can be made to payments once finalizing payment has been completed.</p>
1.	After logging into the program, click the Attend module icon.
2.	Click the Pay Att button (green money bag). The Attendance Payments screen will appear.
3.	Select the Date From and Date To for the time period payments are being processed.
4.	<p>Click Accept. The following message will appear.</p> 
5.	<p>Click Yes to continue processing records. Another message will appear.</p> 
6.	Click Yes to commit the records. The printer's dialog box will appear.
7.	Select the options for the printer and click OK . The F (Final) audit report will print. This report can be given to the county clerk / treasurer for printing checks.

*Example of F audit report on back

Date Run: Fri 11/20/09

Location: 997

From: 11/10/09 To: 11/10/09

Attendance Audit Report

Audit No: F30000178

Date: 11/20/2009

Time: 2:13 PM

Judge: CIRCUIT JUDGE

Participant No.	Name	Date	Pool/Trial No	Reason	Amount	Expenses	Total
064588928	ARNOLD, STEVEN L	P O BOX 491 11/10/09	WALNUT, AR CR2008-TIME	72944-0341 Panel	15.00 15.00	0.00 0.00	15.00 15.00
064591649	BARNES, CLARENCE C	1901-A TYLER PLUM, 11/10/09	AR 72926 CR2008-TIME	Panel	15.00 15.00	0.00 0.00	15.00 15.00
001189818	DOLD, KELLOW S	34 DOLD RD 11/10/09	MACADAMIA, AR CR2008-TIME	72958-0121 Panel	15.00 15.00	0.00 0.00	15.00 15.00
064592018	DRAY, ORBAIN H	107 WESTERN HEIGHTS CIR 11/10/09	WALNUT, AR CR2008-TIME	72958-7619 Panel	15.00 15.00	0.00 0.00	15.00 15.00
064591895	DYER, MARK A	248 CARLA DR 11/10/09	APRICOT, AR CR2008-TIME	72958 Panel	15.00 15.00	0.00 0.00	15.00 15.00
064592348	DYKES, RANDELL K	3608 FAIRFIELD DR 11/10/09	HUCKLEBERRY, AR CV-2008-9988	72838-0001 Panel	15.00 15.00	0.00 0.00	15.00 15.00
064589330	EVANS, ALYSIA B	1303 N OAKLAND AVE 11/10/09	PERSIMMON, AR CV-2008-9988	72958-0241 Panel	15.00 15.00	0.00 0.00	15.00 15.00
064589955	EVANS, NANCY D	312 N MISSOURI 11/10/09	TANGERINE, AR CV-2008-9988	72944-3730 Panel	15.00 15.00	0.00 0.00	15.00 15.00
064590349	EVANS, CHRISTOPHER C	427 1/2 EVANS RD 11/10/09	BANANA, AR CV-2008-9988	72944-2607 Panel	15.00 15.00	0.00 0.00	15.00 15.00
064588304	FAIRLESS, RONALD P	300 POLK 152 11/10/09	CHERRY, AR CR2008-TIME	72940-0361 Panel	15.00 15.00	0.00 0.00	15.00 15.00
064589999	FINKLE, BILLY L	1716 CEDARHURST DR 11/10/09	MANGO, AR CV-2008-9988	72958-1561 Panel	15.00 15.00	0.00 0.00	15.00 15.00
064573276	FITZGERALD, LINDEN R	4029 BAY LANE 11/10/09	TANGERINE, AR CV-2008-9988	72958-8636 Panel	15.00 15.00	0.00 0.00	15.00 15.00
064591410	GILL, PEGGY	137 PECAN RIDGE DRIVE 11/10/09	FIG, AR CR2008-TIME	72926-0001 Panel	15.00 15.00	0.00 0.00	15.00 15.00

Date Run: Fri 11/20/09

Attendance Audit Report

Date: 11/20/2009

Location: 997

Audit No: F30000178

Time: 2:13 PM

From: 11/10/09 To: 11/10/09

Judge: CIRCUIT JUDGE

Participant No.	Name	Date	Pool/Trial No	Reason	Amount	Expenses	Total
001187765	RITCHIE, KENNETH G	86 KENMAR LN WALNUT, AR	72944-3732				
		11/10/09	CV-2008-9988	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
001187169	ROBERTSON, LEWIS W	4255 KEENER LN LEMON, AR	72833-6154				
		11/10/09	CV-2008-9988	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
064590284	ROCHELL, DORIS J	513 BOYD STREET ORANGE, AR	72958-8725				
		11/10/09	CR2008-TIME	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
001189654	SIMPSON, JOAN L	1307 N 20TH ST RASPBERRY, AR	72958-0481				
		11/10/09	CV-2008-9988	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
064589720	SNOWDEN, JULIE A	1327 PHILLIPS 210 ROA MANGO, AR	72958-9402				
		11/10/09	CR2008-TIME	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
064591218	WATKINS, CAROL A	1366 MILLER COUNTY 41 NECTARINE, AR	72958-7949				
		11/10/09	CV-2008-9988	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
064588893	WESTON, PAUL A	705 HILL RD KUMQUAT, AR	72944-3243				
		11/10/09	CV-2008-9988	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
064592165	WILEY, MARY M	960 MIDWAY RT TOMATO, AR	72958-7637				
		11/10/09	CV-2008-9988	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
001180519	YOUNG, SAMUEL P	1 ORCHILTREE LN CANTALOUPE, AR	72958-7891				
		11/10/09	CR2008-TIME	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
Total Transactions for Judge CIRCUIT JUDGE : 48					<u>720.00</u>	<u>0.00</u>	<u>720.00</u>

Overall Total Transactions : 48

\$720.00

\$0.00

\$720.00