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# Judicial Inquiry System (JIS)

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## Active Warrant Alert Calendaring System (AWACS) User Manual

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Office of the State Courts  
Administrator

Created – March 5, 2018

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## ***About this Document***

### ***Scope***

This document is a user's guide to the functionality available in the Judicial Inquiry System (JIS) Active Warrant Alert Calendaring System (AWACS). This document is specific to the use of this system. This guide seeks only to describe the methods by which to navigate the system and how the system may be utilized.

**USERS MUST REVIEW THE "JIS SEARCH USER MANUAL" IN CONJUNCTION WITH THIS MANUAL IN ORDER TO UNDERSTAND THE FULL FUNCTIONALITY OF THE SYSTEM.**

According to the FDLE CJIS Limited Access Certification Course material:

*"Users MUST ensure they understand what information is returned and how to query CHRI (criminal history record information) properly in the software application used to access FCIC and NCIC, and users MUST have a clear knowledge of what Purpose Code to use for the CHRI being queried."*

For more information, the user should contact their agency's FCIC Agency Coordinator (FAC).

### ***Audience***

This document is intended for users of the AWACS. This feature is only available to individuals who are:

1. Required by their agency to view this information in the administration of criminal justice; and
2. Possess an active FDLE CJIS certification

### ***Introduction***

AWACS, a component of the Judicial Inquiry System (JIS), was implemented as a result of the Andrew Widman Act. It provides an automated link between JIS, the Clerks of Court Comprehensive Case Information System (CCIS), the FCIC/NCIC warrant information systems, the Appriss booking system, and law enforcement agencies charged with execution of warrants. AWACS performs automated searches on individuals scheduled to appear at court events subsequent to First Appearance and provides a merged criminal history record and automatic notification to criminal justice personnel of outstanding warrants, current incarcerations, and FCIC/NCIC status alerts (High Risk Sex Offender Alerts, Violent Felony Offender of Special Concern Alerts, Absconder Alerts, Immigration Violator Alerts, etc.).

The calendar provides the following benefits:

- Identifies subjects that have outstanding warrants who are scheduled to attend court
- Secures wanted subjects in a more secure environment (courthouse) versus on the street
- Reduces the number of failure to appear capias being issued by identifying subjects who are in custody and are scheduled for court
- Informs court staff of subjects' statuses
- Provides simple, single point access to subjects' criminal history information
- Provides efficient searching by automated system versus manual searches by staff

The merged criminal history record response occurs through logic built into the system to compare the data returned from each data source searched and match based on specific identifiers.

The calendar is created by information from the Florida Court Clerks & Comptrollers – Comprehensive Case Information System (CCIS). Each night at a specified time a docket of individuals scheduled to appear in court is extracted from CCIS. This extraction includes identifiers that are used to run an automated search against the following data sources via JIS - Appriss, CCIS, DHSMV, DOC, and FCIC/NCIC Hot Files. Based on the returned data, a merged record response is then posted on a calendar listing that each county utilizing the system can view.

### ***Access to AWACS***

The Office of the State Courts Administrator creates and administers AWACS user accounts. For all inquiries regarding access to the Judicial Inquiry System or questions concerning the application, please contact the JIS Support by email at [jis\\_support@flcourts.org](mailto:jis_support@flcourts.org).

Access to AWACS is permitted to members who meet all of the following:

1. are employed or under contract with a recognized criminal justice agency (recognized ORI);
2. are appropriately screened;
3. possess the appropriate FDLE CJIS Certification;
4. are required by agency and approved by agency's Point of Contact/FCIC Agency Coordinator to view this information in the administration of criminal justice

### ***AWACS Transaction Audit Records***

The system maintains records of user access for all data source connections for auditing purposes, logging each time a user views the calendar page, subject details, and manual add/re-query of calendar subjects. This information is retained for four years in accordance with the requirements of the Florida Department of Law Enforcement CJIS User Agreement, the Federal Bureau of Investigation's CJIS Security Policy.

Users should be aware that their activity may be monitored and reviewed for appropriate use of the system.

JIS Points of Contact and/or FCIC Agency Coordinators may contact JIS Administrators for further information on obtaining audit records for their agency JIS users.

### ***Technical Requirements for the Application***

There are specific settings and software configurations required to use the JIS application. Please contact the JIS Support by email for details. [jis\\_support@flcourts.org](mailto:jis_support@flcourts.org).

## Viewing AWACS

When the user logs into JIS, the **Subject Query** tab will be displayed as the default screen. Users who are permitted access to AWACS will see a tab titled **AWACS** (Figure 1). Users will click on this tab to retrieve the AWACS Calendar.

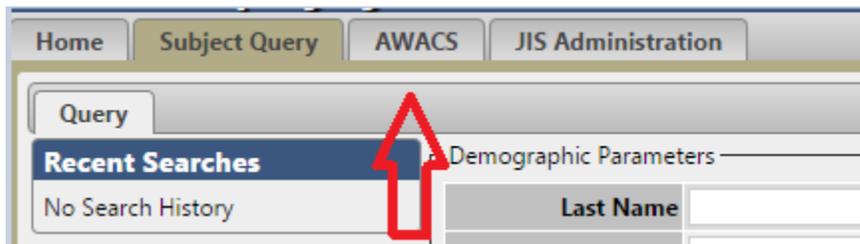


Figure 1 AWACS Calendar View tab

Users are then presented with a selector box (Figure 2) with options to select the Judge, Appearance Type, and Appearance Date they would like to view. If left blank it will display all the Judges and Appearance Types for the default date.

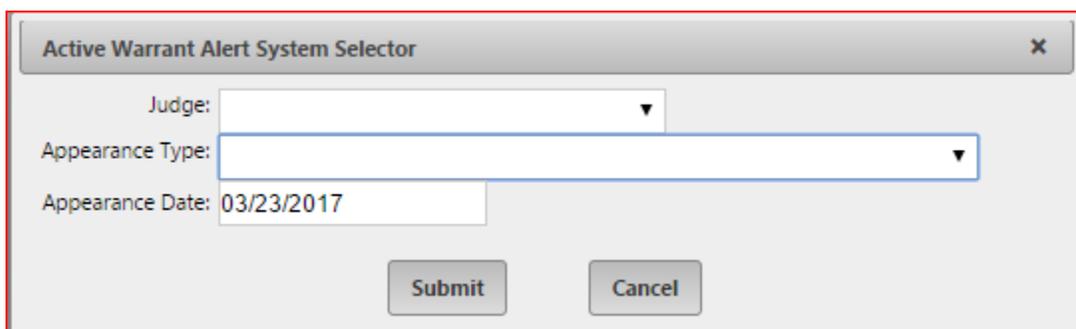


Figure 2 AWACS Calendar Selector

Permitted users may have access to either their own county's calendar or all counties within their circuit. Users who have county wide calendar access will be brought directly into the calendar for their particular county. Access level is determined by the agency's Point of Contact/FCIC Agency Coordinator.

Before being able to utilize the calendar, all users will be prompted to read the following disclaimer (Figure 3) and must click OK to acknowledge and proceed.

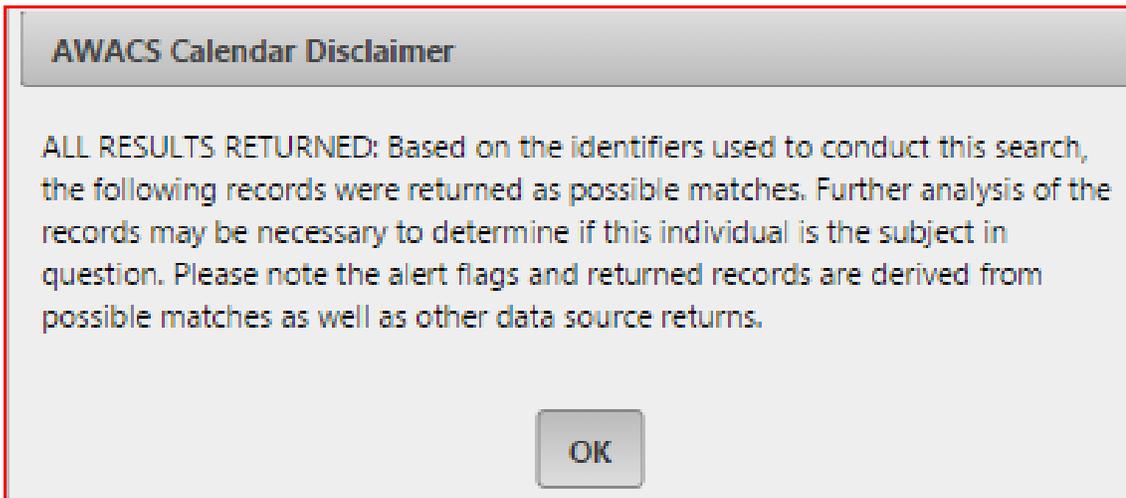


Figure 3 AWACS Calendar Disclaimer

### ***How AWACS is Created***

AWACS is created by information from the Florida Court Clerks & Comptrollers – Comprehensive Case Information System (CCIS). Dockets of individuals scheduled to appear in court are extracted from CCIS each day at a specified time. This extraction includes identifiers that are used to run an automated name/identifier based search against the following data sources via JIS:

- APPRISS
- CCIS
- DOC
- DMV
- FCIC/NCIC Hot Files

Based on the returned data, a merged record response is then posted on a calendar listing that each county utilizing the system can view. AWACS attempts to consolidate the responses from the data sources into a single entry on the calendar. Only criminal-related cases are pulled by AWACS, not civil cases.

### ***Understanding AWACS Calendar Page***

AWACS functions very similarly to the JIS Manual Search. The same information which can be derived from the data sources in the search side will be provided in a merged record response found in the Calendar (Figure 4).

1. Alerts	Name	Race	Gender	DOB	SSN	Judge	Appearance Type	Court Time	2. Data Sources	Ucn	Source
DOMESTIC CASE, IN CUSTODY		B	F			FULLER, JOSEPH C JR	MOTIONS	10:00	APPRISS, CCIS, DHSMV		CCIS
DOMESTIC CASE, INJUNCTION		W	M			GILL, ZACHARY M	ARRAIGNMENT	08:00	CCIS, DHSMV, HOTFILE		CCIS
DOMESTIC CASE, INJUNCTION		W	M			GILL, ZACHARY M	ARRAIGNMENT	08:00	CCIS, DHSMV, HOTFILE		CCIS
DOMESTIC CASE, INJUNCTION		W	M			GONZALEZ, MARIA	DV DOCKET SOUNDING	08:00	CCIS, DHSMV, HOTFILE		CCIS
DOMESTIC CASE, INMATE RELEASE		B	M			GILL, ZACHARY M	TRIAL	13:00	CCIS, DHSMV, DOC, HOTFILE		CCIS
DOMESTIC CASE, INMATE RELEASE, IN CUSTODY		W	M			KYLE, BRUCE E	PRETRIAL CONFERENCE	08:30	APPRISS, CCIS, DHSMV, DOC, HOTFILE		CCIS
DOMESTIC CASE, INMATE RELEASE, SUPERVISED OFFENDER, VFOSC-PROBATION		B	M			SWETT, H ANDREW	MENTAL HEALTH COURT	14:30	CCIS, DHSMV, DOC, HOTFILE		CCIS
DOMESTIC CASE, INMATE RELEASE, SUPERVISED OFFENDER, IN CUSTODY		W	M			SWETT, H ANDREW	VETERAN'S COURT	09:45	APPRISS, CCIS, DHSMV, HOTFILE		CCIS
DOMESTIC CASE, SUPERVISED OFFENDER		W	M			SWETT, H ANDREW	VETERAN'S COURT	09:45	CCIS, DHSMV, DOC, HOTFILE		CCIS
IN CUSTODY		W	M			GILL, ZACHARY M	ARRAIGNMENT	08:00	APPRISS, CCIS		CCIS
IN CUSTODY		W	M			GILL, ZACHARY M	TRIAL	13:00	APPRISS, CCIS		CCIS

Figure 4 AWACS Calendar page

### Sort Order

The calendar is pre-programmed with the following default sort order:

- Judge (alphabetical)
- Appearance Type (alphabetical)
- Court Time (ascending)

Users may sort by particular columns by clicking on the header of each column (Figure 5). Continuing to click the column header will toggle between ascending and descending order. The below image shows the Name field sorted first, then the DOB field second, then the SSN field last.

Alerts	1. Name	Race	Gender	2. DOB	3. SSN	Judge	Appearance Type	Court Time	Data Sources
--------	---------	------	--------	--------	--------	-------	-----------------	------------	--------------

Figure 5 Calendar Sorting

Clicking on the **Clear Sort** button (Figure 6) located in the lower right corner of the screen returns to the default sort.

Calendar Report	Report All	Clear Sort	Requery	Delete	Merge
-----------------	------------	------------	---------	--------	-------

Figure 6 Clear Sort

### Calendar Header

Displays the county, number of subjects, and the court date it was processed for (Figure 7).

Home	Subject Query	AWACS	JIS Administration
AWACS Calendar			
Lee County: 121 results returned @Thu Mar 30, 2017			

Figure 7 AWACS Calendar Header

## Calendar Page Columns

- *Alert Icon*: These are the same alert designations displayed in JIS Search (Figure 8).



Figure 8 Alert Legend

- *Alerts*: Provides a brief description of the status alerts tied to the returned records. These are derived from CCIS, DOC, and FCIC/ NCIC Hot Files data source responses.
- *Name/Race/Gender/DOB/SSN*: The name, race, gender, DOB, and SSN of the individual schedule to appear in court. Derived from the CCIS docket listing.
- *Judge*: Name of the judge hearing the case.
- *Appearance Type*: The type of court case being heard.
- *Court Time*: The time the case is scheduled to be heard in court
- *Data Sources*: Abbreviations for data sources that provided returns on a subject (Figure 9).
  - APPRISS
  - CCIS
  - DHSMV
  - DOC
  - HOTFILE (FCIC/NCIC)

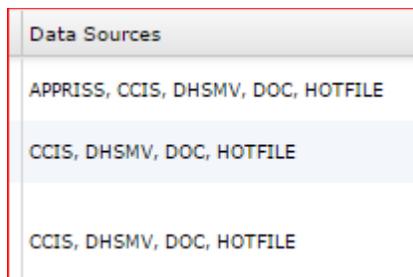


Figure 9 Sample of Data Source returned on Calendar Page

- *UCN*: Uniform Case Number: The CCIS case tracking number assigned to the cases being heard in court. The calendar page will show all the case numbers that are set to be heard for the court date and time indicated.

- **Source:** The source that provides the court docket listing to create the calendar. Generally this will display the value “CCIS.” Subjects manually added by a user to the calendar will show “MANUAL” in this column.

**Action Buttons (top of page)**

- **Reload (Figure 10):** Refreshes the page to display new data such as subjects/dockets being added to the calendar as well as data source responses.

**NOTE:** Users who are familiar with the JLA First Appearance calendar, please note that AWACS does not have the “Dynamic Refreshing” feature that JLA has. This button reloads the page manually. It is also important to note that this button does not conduct automatic re-queries against the data sources. Also, reloading the page only applies to that particular individual. Each individual user will need to perform their own reload of the page to display the most updated data.

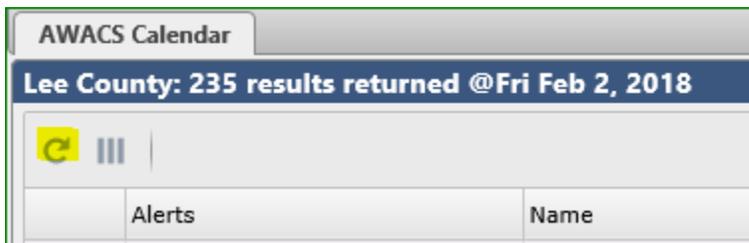


Figure 10 Reload button

- **Show/Hide Columns (Figure 11):** Users have the ability to select which rows to view for their particular session. This will not affect other users’ views.

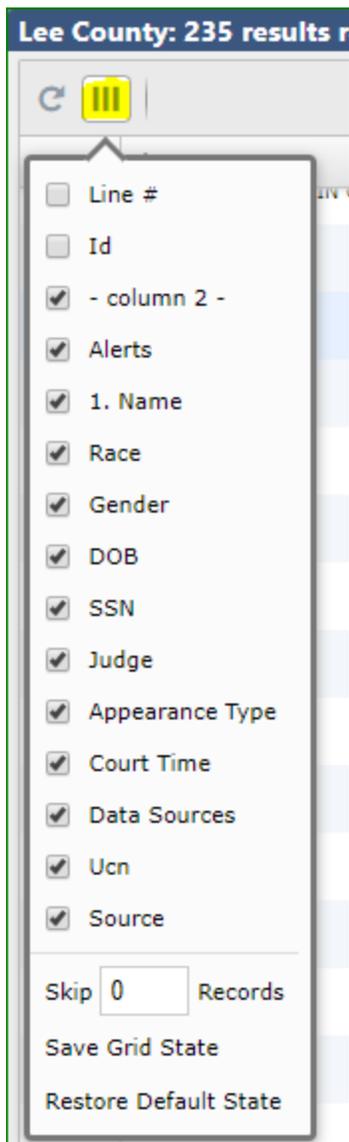


Figure 11 Show/Hide Columns button

### ***Action Buttons (bottom of page)***

Several buttons (Figure 12) along the bottom allow users to perform various actions to the calendar.

- Calendar Report: Generates a PDF report of the calendar page.
- Report All: Generates a PDF report of one or more data sources for all subjects on the calendar. The report will print in the order sorted on the calendar page.
- Clear Sort: Returns the calendar page to the default sort order if the user sorts by one or more columns.
- Re-query: Users will be able to initiate a re-query of data sources for a particular individual in the event a data source was down or a response is missing. It can also be used to query the FCIC Rap Sheet, FL Summary, and NCIC Rap Sheet not automatically run by AWACS.

**Note: If a user re-queries a subject, all users will see the incoming responses.**

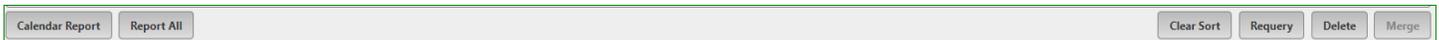
- Delete: Users can remove subjects from the calendar. Users may select multiple subjects by holding the Control key and selecting the subjects with their mouse.

**Note: If a user deletes a subject or subjects, this will be reflected on all AWACS users' sessions.**

- Merge: Users can select two records to merge. For example, if the system did not automatically merge due to variations in name spelling, DOB, race, SSN, etc. for a particular subject, the user can force the merge. This should only be conducted if the user has verified that both events belong to the same individual. Merging occurs within JIS; it does not affect the records back at the originating data source (i.e., CCIS, FDLE, DOC, etc.).

**Note: If a user merges two events, all AWACS users will see this record as merged.**

Many changes made to the calendar by local agency administrators will be seen by all users who access the calendar. For example, when a user deletes a subject, it will remove the subject from all users' calendars. This does not apply to sorting by columns. If a user sorts by a particular column, only the user will see the modified sorting. A user's sorting will not change the way other users see the calendar.



**Figure 12 Action buttons**

### ***Understanding the Subject Details Page***

To view the details, the user will double-click the selected record. Just like in the JIS Search feature, users will be brought to the subject's Consolidated View page.

**NOTE: Since AWACS utilizes the same view as the JIS Subject Query, users are strongly encouraged to review the contents of the JIS Search User Manual for additional information regarding reading and navigating the Subject Details.**

### ***Consolidated View***

Consolidated View screen (Figure 13) offers the user important status information regarding the individual queried immediately upon requesting the details of the search.

AWACS Calendar | Detail Results

**Data Sources: 5 Total**

**Consolidated View**

- > APPRISS 1 hit(s) ✓
- > CCIS 4 hit(s) ✓
- > DOC 2 hit(s) ✓
- > DHSMV 1 hit(s) ✓
- > HOTFILE 2 hit(s) ✓

**Errors/Timeouts/No Records**

Create Report

### Consolidated Details

Subject Statuses		Calendar Entry Information	
<b>Warrant Information</b>		<b>Source</b>	CCIS
<b>Offender Status</b>	SUPERVISED OFFENDER, VFOSC-PROBATION	<b>Entry Date</b>	2018-01-31
<b>Immigration Status</b>		<b>Entry Time</b>	06:30:00
<b>DOC Status</b>	Active Inmates, Supervised Offender	<b>County</b>	Lee
<b>DL Status</b>	SUSPENDED; SAFE DRIVER		
<b>CCIS Open Case Status</b>	YES, SEE CCIS DETAILS		
<b>CCIS Domestic / Mental Health Case(s)</b>			
<b>DNA</b>			

### Subject Information

<b>Alert</b>	SUPERVISED OFFENDER [DOC,HOTFILE] ACTIVE INMATES [DOC] VFOSC-PROBATION [HOTFILE]	<b>SID #</b>	11 [HOTFILE] [DOC]
<b>Name</b>	[CCIS,DOC,DHSMV,HOTFILE,APPRISS] [HOTFILE] [DHSMV]	<b>FBI #</b>	[HOTFILE]
<b>D.O.B.</b>	[DOC,DHSMV,HOTFILE,APPRISS]	<b>DOC #</b>	[DOC,HOTFILE]
<b>SSN</b>	[HOTFILE,APPRISS,DOC]; [CCIS,DHSMV]	<b>DJJ #</b>	
<b>Race</b>	WHITE [CCIS,DOC,DHSMV,HOTFILE,APPRISS] W [APPRISS]	<b>DL/ID #</b>	[DHSMV,DOC]
<b>Gender</b>	MALE [CCIS,DOC,DHSMV,HOTFILE,APPRISS] M [APPRISS,DHSMV]	<b>DL Msgs</b>	SAFE DRIVER [DHSMV]
<b>Aliases</b>	[DOC]	<b>DL State</b>	
<b>Address</b>	[HOTFILE] [DOC] [DHSMV]	<b>DL Year</b>	[DHSMV]
<b>Birth Place</b>	US [HOTFILE] [DHSMV]	<b>Vehicle Tag #</b>	
<b>CWP #</b>		<b>Vehicle VIN #</b>	[DHSMV]
<b>CWP Expires</b>		<b>Vehicle Title</b>	
<b>Notes</b>		<b>Vessel #</b>	

Figure 13 Consolidated View page

The Consolidated View page is very similar to the JIS Search function. Please review the [JIS Search User Manual](#) for additional information.

There is one section under the Consolidated View that is particular to AWACS:

- **Calendar Entry Information:** Located in the upper right corner of the Consolidated View (Figure 14), this section provides details regarding when the event was processed through the system.

Calendar Entry Information	
<b>Source</b>	CCIS
<b>Entry Date</b>	2018-02-01
<b>Entry Time</b>	06:31:00
<b>County</b>	Lee

Figure 14 Calendar Entry Information

### Viewing Detail Data Source Responses

To view the responses from each data source, the user will click on the corresponding button(s). The data will display in the right side of the window (Figure 15).

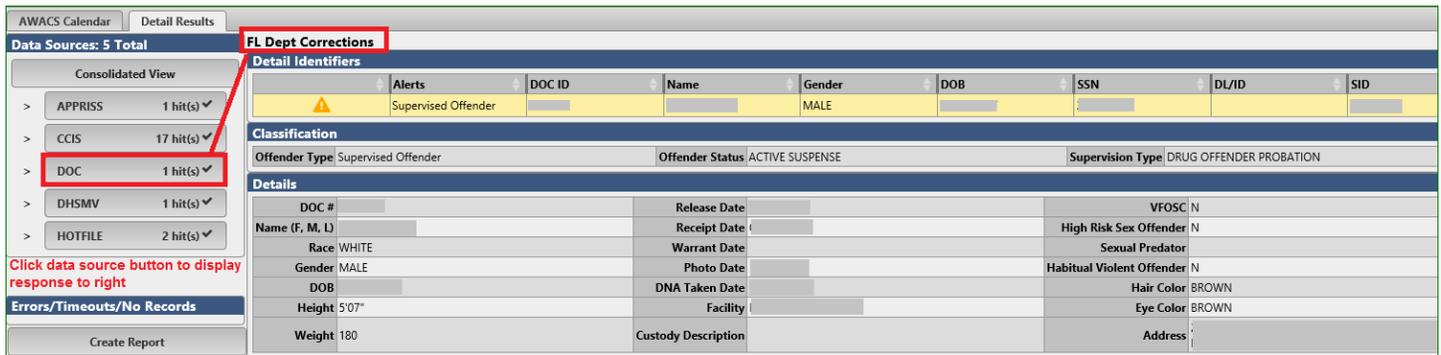


Figure 15 Viewing Subject Details and Errors

To see any possible error messages associated with the transaction, the user will click on the > button to display the message (Figure 16)



Figure 16 Example of Viewing Error or No Record Found

### Printing Detail Data Source Responses

To print the data sources for the particular subject, the user will click on the **Create Report** button and select the data sources the user wishes to include in the report (Figure 17).

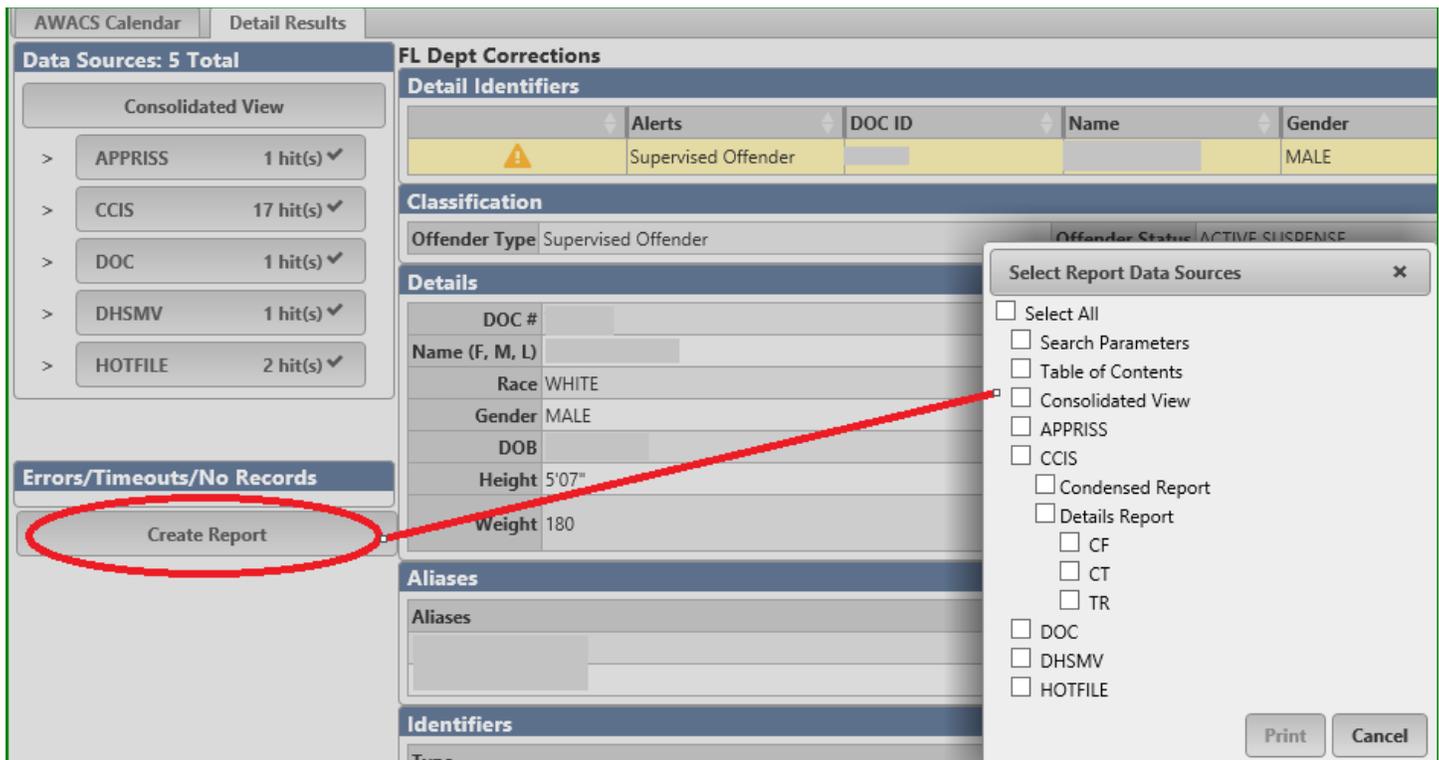


Figure 17 Printing Details

**NOTE FOR CCIS REPORTS:** Due to the volume of cases that can be returned on an individual, JIS allows the user to select from two different CCIS reports and also select the particular case type to print.

- **Condensed Report:** Allows user to print a summarized version of the case. It will print the case summary information, warrant information, charge information, and court event information only.
- **Details Report:** Allows the user to print all sections of information for the case.

To return back to the calendar after looking at a subject detail, simply click on the tab titled **First Appearance Calendar**.

### User Audit Reports

JIS allows users via the **Audit** sub-tab (Figure 18) under the **JIS Administration** tab to retrieve a log of their past JIS queries and AWACS activity. Returns/responses received by the user from the data sources are not stored; therefore, they are not available through the audit reports. Users will have access to appropriate reports via links in the left margin of the screen

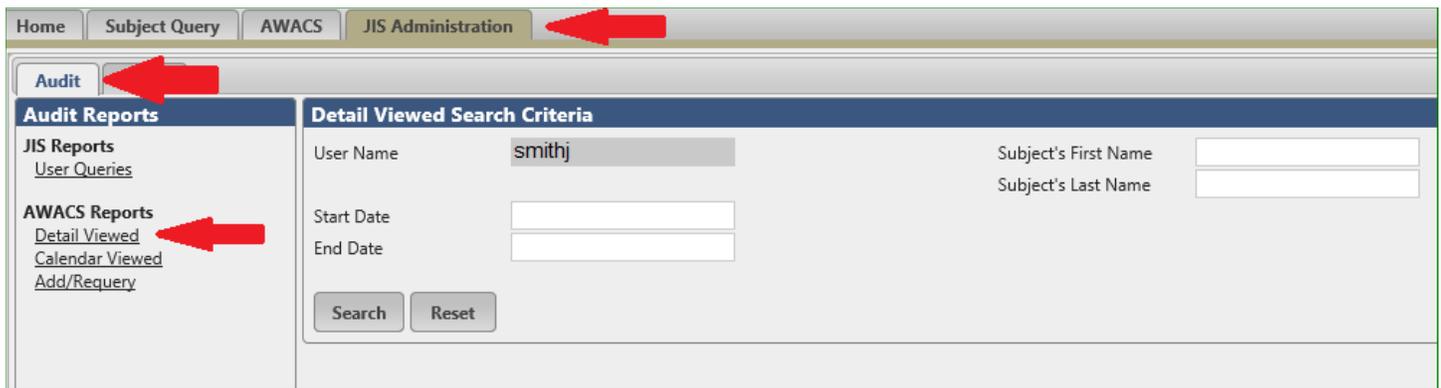


Figure 18 User Audit report

The system will limit each user to their transactions alone and will pre-populate the user name field with the user's JIS user name. Users must enter a date range for each report to run. Additional search parameters (e.g., subject's first and last name) may be available depending on the report selected.

There are three reports available via the AWACS component. These can be accessed by clicking on the link under the AWACS Reports section on the left:

- **Detail Viewed:** Records when the user double-clicks on a particular subject to view the detail data returned from the data sources (Figure 19).
  - User Name: Pre-populated with user's JIS user name and cannot be changed
  - Start/End Date: User must enter a date range
  - Subject's First Name/Last Name: Optional additional search parameters. User may utilize a partial name search by entering only the first initials.
  - Report includes the user's user name, ORI, purpose code (hard coded in user's account), subject's name, DOB, SSN, county of the calendar viewed, viewed date/time, and data sources results for the subject.

User Name	ORI	Purpose Code	Subject's First Name	Subject's Last Name	DOB	SSN	County	Viewed Time	Data Source Viewed
		C					Lee	2018-02-01 12:04:21	Consolidated View
		C					Lee	2018-02-01 12:15:11	Consolidated View
		C					Lee	2018-02-01 12:15:17	DOC
		C					Lee	2018-02-01 12:15:40	CCIS
		C					Lee	2018-02-01 12:15:41	HOTFILE
		C					Lee	2018-02-01 12:15:45	DOC

Figure 19 Audit Report – Calendar Detail Viewed activity

- **Calendar Viewed:** Records when the user views the calendar page listing (Figure 20).
  - User Name: Pre-populated with user's JIS user name and cannot be changed
  - Start/End Date: User must enter a date range

- County: To be used as a filter for users with access to calendars for all counties within their circuit
- Report includes the user name, ORI, county of calendar viewed, viewed date/time.

Calendar Viewed Search Criteria																																																			
User Name		County																																																	
Start Date	01/29/2018	End Date	02/01/2018																																																
<table border="1"> <thead> <tr> <th colspan="4">Calendar Viewed Report</th> </tr> <tr> <th>User Name</th> <th>ORI</th> <th>County</th> <th>Viewed Time</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>Lee</td><td>2018-01-29 08:52:04</td></tr> <tr><td></td><td></td><td>Lee</td><td>2018-01-31 15:03:40</td></tr> <tr><td></td><td></td><td>Lee</td><td>2018-01-31 15:07:58</td></tr> <tr><td></td><td></td><td>Lee</td><td>2018-01-31 15:14:09</td></tr> <tr><td></td><td></td><td>Lee</td><td>2018-01-31 15:15:07</td></tr> <tr><td></td><td></td><td>Lee</td><td>2018-01-31 15:28:58</td></tr> <tr><td></td><td></td><td>Lee</td><td>2018-01-31 15:29:17</td></tr> <tr><td></td><td></td><td>Lee</td><td>2018-01-31 16:05:04</td></tr> <tr><td></td><td></td><td>Lee</td><td>2018-02-01 12:04:11</td></tr> <tr><td></td><td></td><td>Lee</td><td>2018-02-01 12:14:46</td></tr> </tbody> </table>				Calendar Viewed Report				User Name	ORI	County	Viewed Time			Lee	2018-01-29 08:52:04			Lee	2018-01-31 15:03:40			Lee	2018-01-31 15:07:58			Lee	2018-01-31 15:14:09			Lee	2018-01-31 15:15:07			Lee	2018-01-31 15:28:58			Lee	2018-01-31 15:29:17			Lee	2018-01-31 16:05:04			Lee	2018-02-01 12:04:11			Lee	2018-02-01 12:14:46
Calendar Viewed Report																																																			
User Name	ORI	County	Viewed Time																																																
		Lee	2018-01-29 08:52:04																																																
		Lee	2018-01-31 15:03:40																																																
		Lee	2018-01-31 15:07:58																																																
		Lee	2018-01-31 15:14:09																																																
		Lee	2018-01-31 15:15:07																																																
		Lee	2018-01-31 15:28:58																																																
		Lee	2018-01-31 15:29:17																																																
		Lee	2018-01-31 16:05:04																																																
		Lee	2018-02-01 12:04:11																																																
		Lee	2018-02-01 12:14:46																																																

Figure 20 Audit Report - Calendar Page View activity

- **Add/Re-query:** Records when a user manually adds a subject to AWACS using the **Add Subject to Calendar** administrative action under the **AWACS Admin** tab or re-queries a subject directly on the calendar page using the **Re-query** button (Figure 21).
  - User Name: Pre-populated with user’s JIS user name and cannot be changed
  - Start/End Date: User must enter a date range

AWACS Add/Requery Search Criteria																																																											
User Name		Start Date	12/01/2017	End Date	02/01/2018																																																						
<table border="1"> <thead> <tr> <th colspan="6">AWACS Add/Requery Report</th> </tr> <tr> <th>User Name</th> <th>ORI</th> <th>Subject's First Name</th> <th>Subject's Last Name</th> <th>Query Time</th> <th>Query Type</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>2017-12-20 09:03:46</td><td>Requery</td></tr> <tr><td></td><td></td><td></td><td></td><td>2017-12-20 09:03:53</td><td>Requery</td></tr> <tr><td></td><td></td><td></td><td></td><td>2017-12-21 12:46:11</td><td>Manual Add</td></tr> <tr><td></td><td></td><td></td><td></td><td>2017-12-21 12:46:30</td><td>Manual Add</td></tr> <tr><td></td><td></td><td></td><td></td><td>2017-12-22 08:28:22</td><td>Manual Add</td></tr> <tr><td></td><td></td><td></td><td></td><td>2017-12-22 12:23:29</td><td>Manual Add</td></tr> <tr><td></td><td></td><td></td><td></td><td>2018-01-31 15:14:00</td><td>Manual Add</td></tr> </tbody> </table>						AWACS Add/Requery Report						User Name	ORI	Subject's First Name	Subject's Last Name	Query Time	Query Type					2017-12-20 09:03:46	Requery					2017-12-20 09:03:53	Requery					2017-12-21 12:46:11	Manual Add					2017-12-21 12:46:30	Manual Add					2017-12-22 08:28:22	Manual Add					2017-12-22 12:23:29	Manual Add					2018-01-31 15:14:00	Manual Add
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Figure 21 Audit Report – Add/Re-query activity

### AWACS Administration Actions

AWACS offers administrative actions which allow certain users to initiate a docket wide search or add a subject to the calendar. These features are available under the **AWACS Admin** tab. Please contact JIS Support for further information regarding access.

## Process Calendar Manually

**User must contact JIS Administrators before using this feature because it can cause a backup of events throughout all components of the JIS system.**

The Process Calendar Manually feature (Figure 22) allows authorized users to initiate an automatic docket-wide search for a judge in their county or circuit, depending on the user's level of access. If no judge is selected, it will search for dockets for judges that the county has designated to be part of the calendar build.

After the **Process** button is clicked, the system queries CCIS for all cases associated with the search parameters. The system then conducts a UCN search returned from the initial search. Once those results are received, the system extracts the defendant's demographics and runs a search against several data sources to post on the calendar.

**NOTE: JIS Administrators can provide users with a list of judges and appearance types for the particular county. Please note that not all judges and appearance types for a particular county are loaded in the system. Only those the county requested will be in the system. This should be used if an expected docket is missing from the calendar.**

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Home, Subject Query, Calendar View, AWACS, JIS Administration, and AWACS Admin. Below the navigation bar, there is a sidebar on the left with a menu titled 'Administrative Actions' containing 'Process Calendar Manually' and 'Add Subject to Calendar'. The main content area is titled 'Process Calendar Manually' and contains a form for 'Calendar Information(\*Required)'. The form has four input fields: '\*County:' with a dropdown menu showing 'Lee', 'Appearance Type:' with a dropdown menu, 'Judge:' with a dropdown menu, and 'Appearance Date:' with a text input field. Below the form are two buttons: 'Process' and 'Reset'. At the bottom of the form, there is a table with the following columns: County, Judge, Appearance Type, Ucn, CCIS Query Time, and Data. The table is currently empty.

Figure 22 Process Calendar Manually

## Add Subject to Calendar

**Add Subject to Calendar** tab (Figure 23) allows a local agency administrator to manually add subjects to the calendar. The local agency administrator may choose to conduct a search against all data sources if a subject does not already appear on the calendar view. If the local agency administrator is seeking to query additional sources for an individual with an alias Name, DOB, or SSN, they may choose to search only certain sources for the addition.

The following identifiers are required when adding an individual:

- First and Last Name
- Race
- Gender
- Date of Birth
- County
- Judge
- Appearance Type
- Appearance Date
- Court Time

NOTE: Circuit wide users have the option to select the county to place a subject.

Additional identifiers may be provided when conducting a manual addition to the calendar:

- Social Security Number (SSN)
- State Identification Number (SID)
- Driver's License or State Identification Card Number (DL/ID)
- Federal Bureau of Investigation Number (FBI)
- Department of Corrections Number (DC)
- UCN Case Number

Input Personal Information (*Required)	
Last Name	public
First Name	carl
Middle Name	
Race	W - White
Gender	MALE
DOB (MM/DD/YYYY)	05 / 23 / 1956
SSN	012345678

Calendar Information (*Required)	
*County	Lee
*Judge	ADAMS, JAMES R
*Appearance Type	ADJUDICATORY HEARING
*Appearance Date	02/01/2018
Court Time	09:00

Additional Parameters	
SID#	01777559
FBI#	
DL/ID#	
DOC#	
Case UCN	

Data Sources

- Select/Deselect All
- FL CCIS: Comprehensive Case Info System - ONLINE
- FL Dept Corrections - ONLINE
- FL DHSMV: DAVID - ONLINE
- FCIC/NCIC Hot Files - ONLINE
- FL FCIC Rap Sheet - ONLINE

Figure 23 Add Subject to Calendar

Once all parameters are entered, click the **Add Subject** button. If the manual addition is successful, a green notification bubble will appear in the upper right corner for confirmation (Figure 24) and the screen will reset for a new subject. The **Clear Fields** button will manually reset the fields. The user then clicks on the **AWACS** tab to return to the calendar.

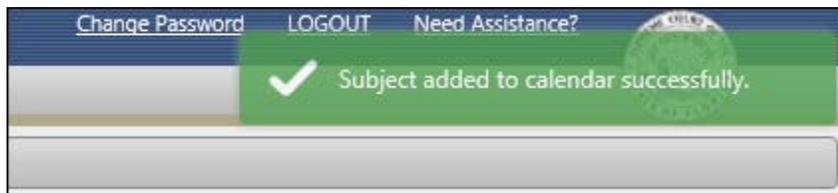


Figure 24 Manual Add confirmation

## ***CALENDAR USAGE TIPS***

- Please note that CCIS searches by the automated calendar may not retrieve every case for the subject because a subject may have multiple cases under different name variations. The automated calendar system only conducts a search based on the name format/spelling it receives from CCIS. For example, the calendar may display cases for “John Smith,” but the subject may also have CCIS cases under “John Smyth.” As a work around, administrative users may add a subject using alias information and then return to the calendar to merge the results of the MANUAL event to the CCIS event.
- Responses shown on the calendar are of that particular time. For example, if a warrant is entered into FCIC by an agency after the subject is searched by the automated calendar, the new hot file will not appear on the calendar unless the subject is manually re-queried.