

Project DELTA Quick Reference Guide

CASE MANAGEMENT - ADULT

Sex Offender Case Notes

Sex Offender Case Notes

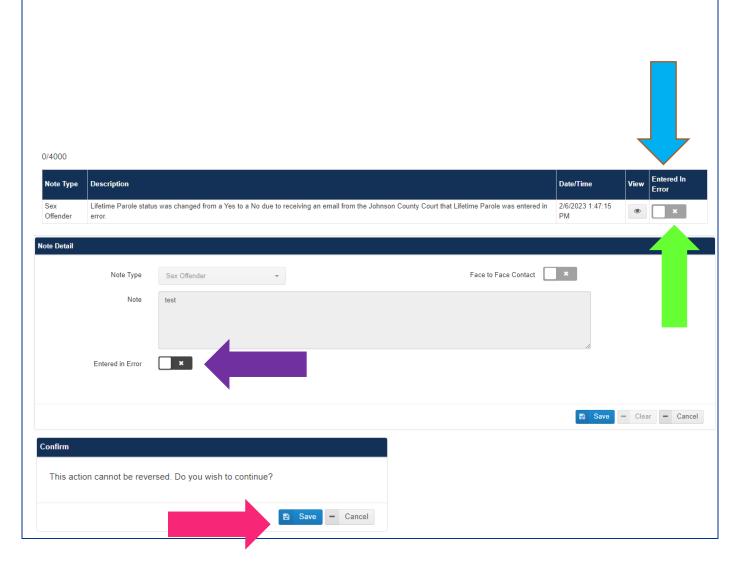
Next, the user will see the Sex Offender Case Note section. In this section, the user will enter any notes that pertain to the offender's sex offense status. Once the user has entered the note, they will click on Save Comment. The screen will refresh, and the user will see the green information box appear confirming the information has been saved. The user will also see that the note that was entered now appears in the Note Type section below the comment field.



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The user can click on the View icon to be taken to the Note Detail screen. A new window will open where the user will see that the note cannot be edited, but it can be deleted by clicking on the Entered in Error toggle. A new window will appear asking the user to confirm they wish to delete the note and reminding them that the action cannot be reversed. Once the user has made the necessary changes, the user will click on Save. The screen will refresh, and the user will be directed back to the Search Criteria screen. From there, the user will return to the Sex Offender Flag screen by following the previously outlined steps. Once the user has landed back on the Sex Offender Flag screen, they will scroll to the Sex Offender Case Note section where they will see the previously entered note is no longer visible.



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