



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.

Sex Offender Case Note

Lifetime Parole status was changed from a Yes to a No due to receiving an email from the Johnson County Court that Lifetime Parole was entered in error.

154/4000

Record Saved

Note Saved successfully.

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Save Comment

Note Type	Description	Date/Time	View	Entered In Error
Sex Offender	Lifetime Parole status was changed from a Yes to a No due to receiving an email from the Johnson County Court that Lifetime Parole was entered in error.	2/6/2023 1:47:15 PM		<input type="checkbox"/>

DELTA QUICK REFERENCE GUIDE
CASE MANAGEMENT - ADULT QUICK REFERENCE GUIDE – SEX OFFENDER CASE NOTES

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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Note Type	Description	Date/Time	View	Entered In Error
Sex Offender	Lifetime Parole status was changed from a Yes to a No due to receiving an email from the Johnson County Court that Lifetime Parole was entered in error.	2/6/2023 1:47:15 PM		<input type="checkbox"/>

Note Detail

Note Type: Sex Offender

Note: test

Entered in Error: ☐

Face to Face Contact: ☐

Confirm

This action cannot be reversed. Do you wish to continue?

Save **Clear** **Cancel**

DELTA QUICK REFERENCE GUIDE
CASE MANAGEMENT - ADULT QUICK REFERENCE GUIDE – SEX OFFENDER CASE NOTES

Sex Offender Case Note

0/4000

Save Comment

Note Type	Description	Date/Time	View	Entered In Error
No Record Found				