



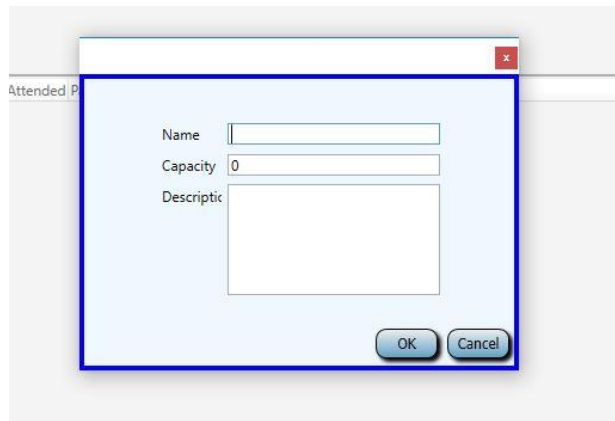
**PROGRAMS &  
CONTACT  
RESTRICTION**

## PROGRAM SIGN UP

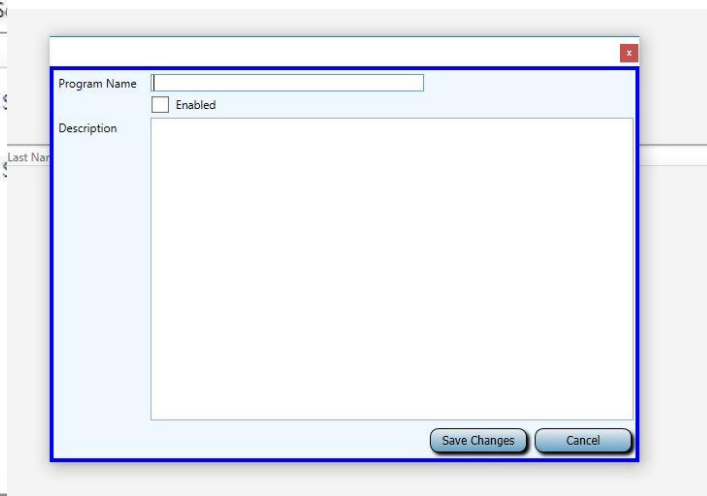
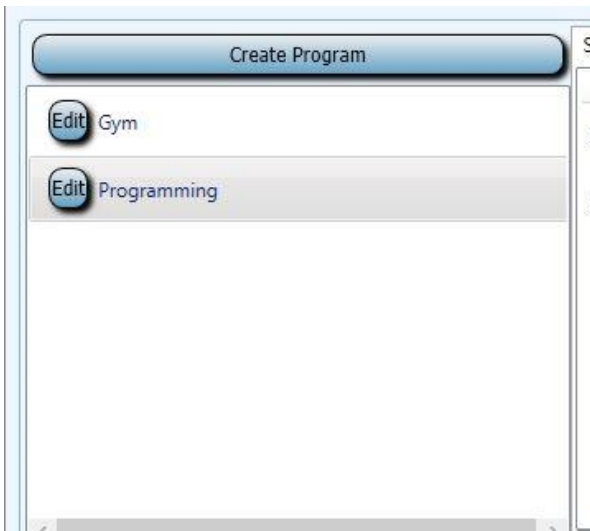
### GETTING STARTED:

#### Select Inmate Account > Inmate Programs

- **Set up all your locations**
  - Click on the lower left menu “Manage Program Misc”
  - Click on Add Location
    - Name the location
    - Fill in the capacity of the room
    - Give a brief description of the room – gives an error if not filled out



- **Set up all your programs**
  - Click on Create Program
    - Fill in Program name
    - Check the Enabled box
    - Give a brief description
    - Click on Save Changes



- A new screen appears to create the sessions
  - Fill in capacity
  - Set your date and time
    - It defaults to an hour so if you have another class starting on the hour in the same location, you will want to change your end time so that there won't be a conflict.
  - Select your deadline for signing up
  - Is this a recurring program?
    - Click in the Schedule Recurring box
      - Day \_\_ of every month
      - Specific day of the week
      - Weeks
    - Is there an end to the session?
      - Check the End of Recurring Sessions box
      - Select your end date
    - Select your deadline for signing up
  - Fill in the presenters Name
  - Choose your location
  - Choose your sections – you can include more than one section

### Sessions Misc –

- An inmate can't sign up for a program farther than 2 weeks out – gives an error message
- If an inmate is released – they will automatically get removed from the list
- Currently no waiting list

### Edit a Location

- Click on the Edit button next to the location and make your changes

## **Edit a Program**

- Click on the Program to make your changes

## **Edit a session**

- Select the program
- Select the session

## **Add an Inmate**

- Select the program and session
- Click on Add Inmates

## **REPORTS**

- Select Reports> Admin> Program Session Attendance Report
  - Give you the details of who attended a specific program
- Select Reports> Inmate>Programs Daily Summary
  - Give you a list of who is attending program sessions from a specific section for the day
- Select Reports>Inmate>Programs Detail
  - Allows you to select multiple sections, multiple programs and specific inmates for the programs and sessions

## **NO CONTACT FEATURE**

Select Inmate Account > Inmate Account Restriction

- Click on Create Rule
  - Select your inmate
  - Select the date range
  - Select the Rule type
    - Email address
    - ICC user
    - Inmate
    - Phone number TEAM user
  - Click on OK