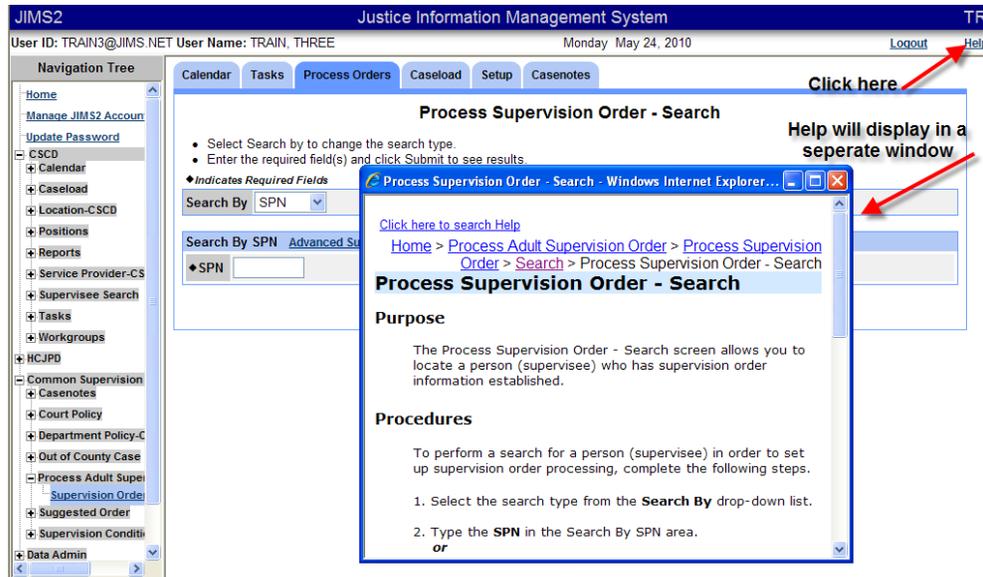


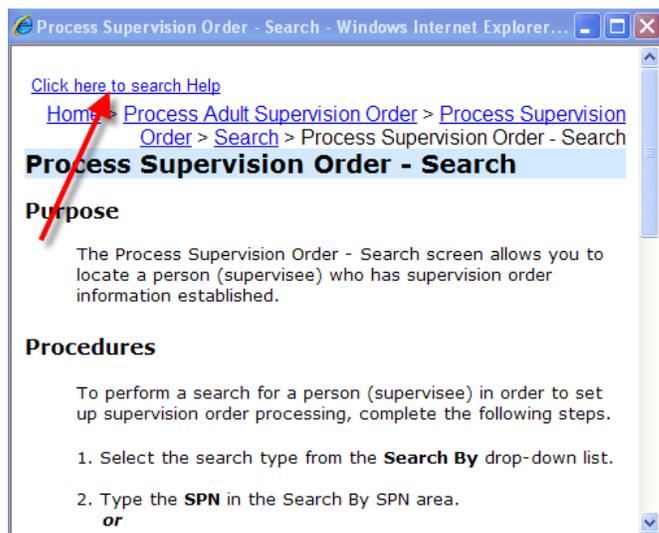
## Using JIMS2 Help

From any page in the system, click the **Help** link in the top right corner of the screen to display help for that page.



Each CSCD module has its own Help system including a folder in the Table of Contents for each module titled How to Topics. Examples of modules are: Calendar, Caseload, Tasks, Casenotes, and Supervisee Search.

After clicking the Help link from a specific page, help for any other page or 'How to' topic in the same CSCD module can also be accessed by clicking the **Click here to Search Help** link. See screen shot example below:



## To access the *How to Topics* folder for a given module:

1. Click the link for the desired module in the left navigation tree.

User ID: JHORST@YAHOO.COM User Name: HORST, JULIANNE Friday May 21, 2010 Logout Help

Calendar Tasks **Process Orders** Caseload Setup Casenotes

### Process Supervision Order - Search

- Select Search by to change the search type.
- Enter the required field(s) and click Submit to see results.

◆ Indicates Required Fields

Search By SPN

Search By SPN [Advanced Supervisee Search](#)

◆ SPN

Submit Refresh

[\[Back to Top\]](#)

Navigation Tree

- Reports
- Service Provider-CS
- Supervisee Search
- Tasks
- Workgroups
- HCJPD
- Common Supervision
  - Casenotes
  - Compliance Standar
  - Consequence
  - Court Policy
  - Department Policy-C
  - Department Policy-J
  - Out of County Case
  - Procedures
  - Process Adult Superi**  
**Supervision Orde**
  - Suggested Order

2. Click the **Help** link in the top right corner of the screen to display help for that page.

User ID: JHORST@YAHOO.COM User Name: HORST, JULIANNE Friday May 21, 2010 Logout **Help**

Calendar Tasks **Process Orders** Caseload Setup Casenotes

### Process Supervision Order - Search

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Search By SPN

Search By SPN [Advanced Supervisee Search](#)

◆ SPN

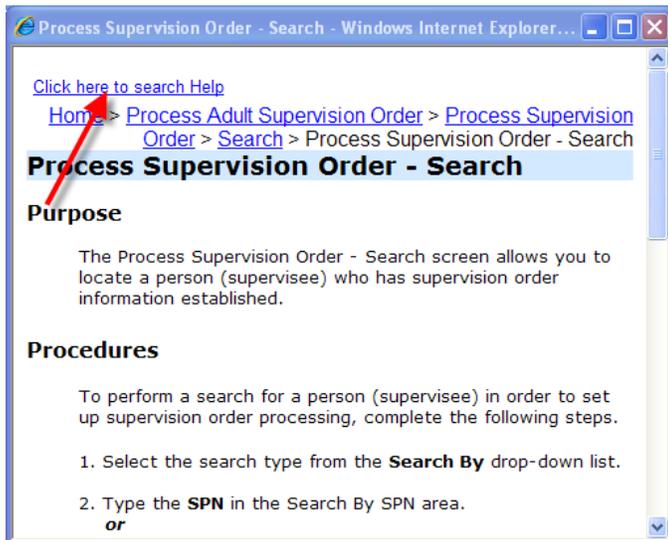
Submit Refresh

[\[Back to Top\]](#)

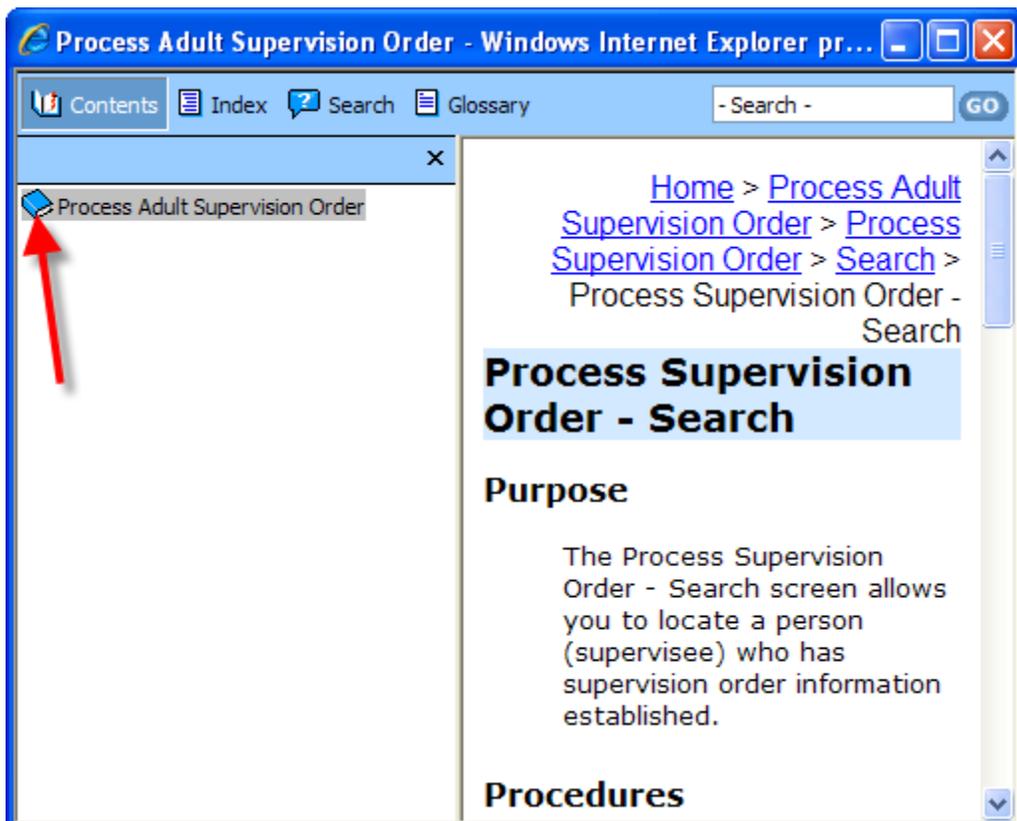
Navigation Tree

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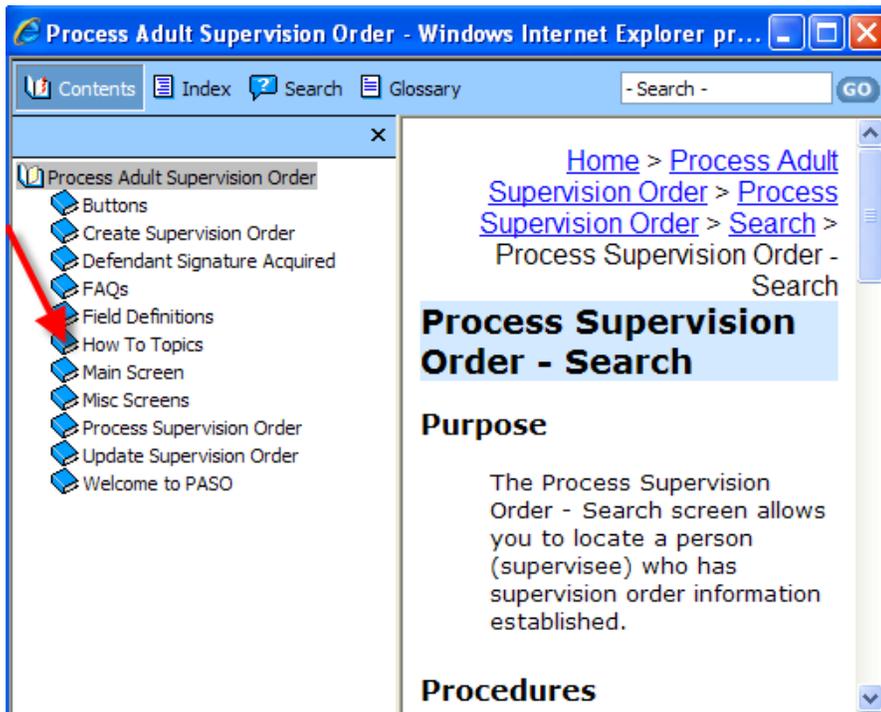
3. Click the **Click here to search Help** link to display the *Contents* and *Search options* for the Help system for that module.



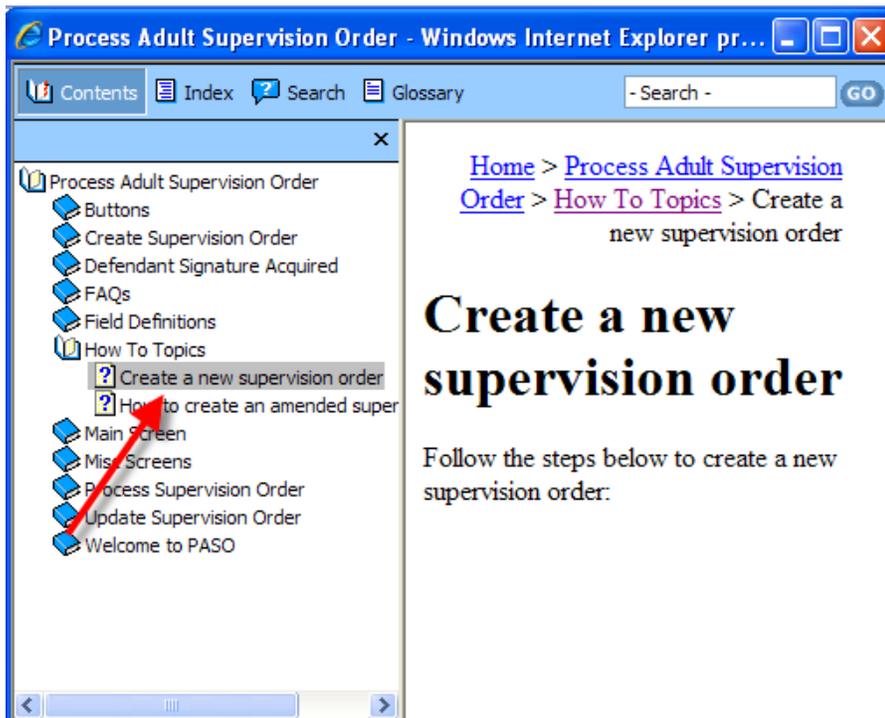
4. Click the Book next to the module name to view the help categories for that module.



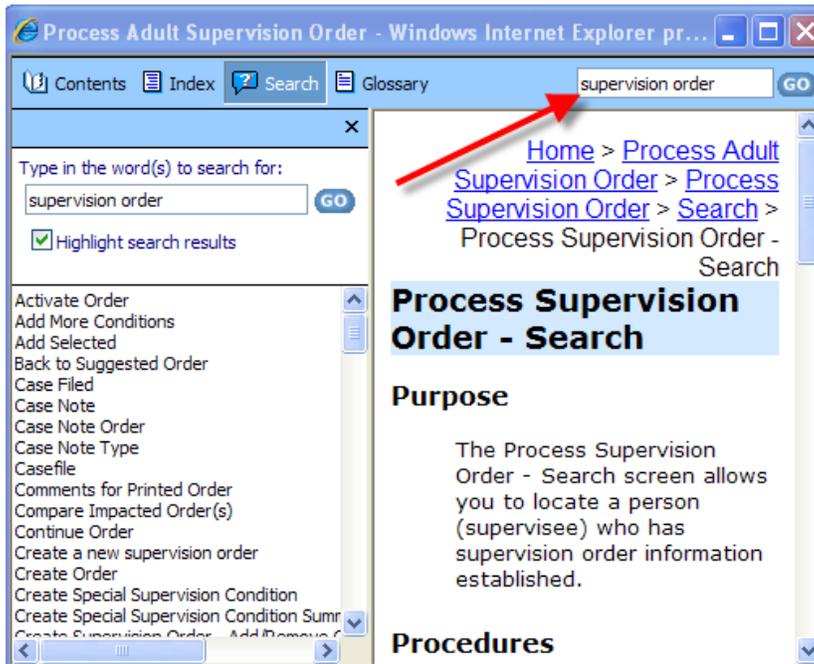
5. Click the book next to a listed category to view specific topics for that category:



6. Once the topics for a listed book display (topics are indicated by a ?), click a listed topic to display. The topic text in the right pane of the Help window.



7. You can also search the Help system by typing in any word or phrase into the search field provided and clicking GO. Any topic containing that key word or phrase will display in the left pane of the help window and can be viewed in the right pane by clicking the topic name. See screen shot below:



**REMEMBER:** The help screen will display in a separate browser window from the application. The help browser window will remain open but can be hidden by clicking within the JIMS2 application window and then re-displayed by clicking on the browser pointing to *JIMS2 help* on your windows taskbar at the bottom of your desktop.

**NOTE:** Be certain to read NOTES when you see this label throughout the Help system.

Also, be aware of:

- [links to pop-up windows](#) , and
- [links to new windows](#) explaining other pages

throughout the Help system. Click these links to view more detailed information on a displayed topic.

This Help system is designed to answer questions and to instruct users how to use the various pages in the system.

Please contact the ITC help desk at 713-755-6624 if the Help system is not working or if additional assistance is needed.