

PASO Instructions for CLOs

1. Access the JIMS2 Production region

- a. Open Internet Explorer.
- b. Access <http://www.jims2.hctx.net/appshell>.

2. Sign on

- a. Enter your JIMS2 User ID which is formatted like an email address.
Or
If you haven't signed on to Production before, enter your legacy JIMS code (JU ____) and create your JIMS2 User ID.
- b. Enter your legacy JIMS password.

3. Access PASO

In the left navigation tree expand Common Supervision > expand Process Adult Supervision Order > Click on **Supervision Order**.

4. Print Signature Page

Use this workflow to print the signature page before adding conditions to the order.

- a. Inquire.
- b. Select a record and click **Create Order**.
- c. Complete the Prepare Order Presentation page and click **Next**.
- d. Click the **Print Signature** button on the Select Suggested Order Display page.
- e. Complete the Print Signature page and click **Save and Continue**.
- f. Click **Print Signature**.
- g. Save the order to your G drive.
- h. Open the Adobe Acrobat document.
- i. In Acrobat click File > Print or click on the Print icon.
- j. In PASO, click **Back to Search** to search on a new SPN
or **Back to Case/Order Search Results** to look at the same SPN cases.

5. Finish Incomplete Order

- a. Inquire.
- b. Select incomplete order and click **Continue Order**.
- c. Proceed to the Select Suggested Order page and select a listing.
- d. To use the suggested order as is, click **Save & Continue**, or to add or remove conditions for this order, click **Customize Suggested Order**.
- e. To add conditions, search for those conditions on the Add/Remove Conditions page. If you add a condition, it will display at the bottom of the list. To delete multiple conditions, click the appropriate checkboxes and click **Remove Selected**. To create a special condition, click **Save & Create Special Condition** after searching. You can resequence conditions if needed.
- f. On the Set Details page the required fields are shaded in yellow.
- g. Always click the **Validate Fields** button to see if any required fields are missing data.

- h. Finish the order.
- i. Click **Back to Search** or **Back to Case/Order Search Results**.

6. Update Draft Order

- a. Inquire.
- b. Select the draft order and click **Update Order**.
- c. Complete the update workflow.

7. Update Migrated Order

- a. Inquire.
- b. Select the active order and click **Create Order**. (Due to intermittent problem we are experiencing, please click **Create Order** button rather than **Update Order** button. You will need to put the Version in the Comments field until this problem is resolved.)
- c. Complete the Prepare Order Presentation page.
- d. Select a suggested order.
- e. To use the suggested order as is, click **Save & Continue**, or to add or remove conditions for this order, click **Customize Suggested Order**.
- f. To add conditions, search for those conditions on the Add/Remove Conditions page. If you add a condition, it will display at the bottom of the list. To delete multiple conditions, click the appropriate checkboxes and click **Remove Selected**. To create a special condition, click **Save & Create Special Condition** after searching. You can resequence conditions if needed.
- g. Finish the order.

8. Amend Order

- a. Inquire.
- b. Select the active order and click **Update Order**.
- c. For Version Type, select Amended.
- d. Finish the order.

9. View Versions

- a. Inquire.
- b. Select an order and click **View Order Versions**.
- c. Click Back to Search.

10. Withdraw Order

- a. Inquire.
- b. Select an order in Draft status and click **Withdraw Order**.
- c. Complete the Withdraw workflow.

11. Prepare to File, Activate, Print

- a. If you have not already completed the Print Signature workflow, access the order, click **Prepare to File** and complete that workflow.
- b. Optional – to print the date the defendant signed the order, return to the Associated Cases page, select the order and complete the **Defendant Signature Acquired** workflow.
- c. Click **Activate Order** and complete that workflow.
- d. Save order to G drive. Click **Print**, then open the Adobe Acrobat document. In Acrobat click File > Print or click on the Print icon and send the document to the appropriate printer.

12. NOTES:

- a. Do not put blank lines (carriage returns) on any special conditions at this time. You may need to remove any unseen carriage returns at the beginning of a special condition.
- b. Do not use the Back button on the Internet Explorer toolbar, always use the back button at the bottom of your screen.
- c. Do not copy and paste from Microsoft Word into JIMS2. If you want to copy and paste from Microsoft Word, copy the text into Wordpad or Notepad and then into JIMS2. This is due to special formatting that Microsoft Word adds that is not visible to the user but causes print problems.
- d. Do use **SPELLCHECK when added a 'special condition'**. You should review wording on the Summary Page and make needed changes before adding the condition because you cannot update the wording after it is saved.
- e. Printed Offense description only allows the following special characters: \$ < >.
- f. If your order displays with duplicated conditions, please withdraw or delete the order and start over.