



Juvenile Justice Information System

A Shared Information System

Getting Started Guide

October 2010

JJIS Contact Information

JJIS Help Desk
503-378-4333

jjis.helpdesk@oya.state.or.us

My Local Security Coordinator is _____

Phone: _____

What is JJIS?

The Juvenile Justice Information System (JJIS) is a statewide-integrated electronic information system designed, developed, and implemented to support a continuum of services and shared responsibility among all members of the juvenile justice community.

In a collaborative partnership between the Oregon Youth Authority (OYA) and Oregon's county juvenile departments, JJIS is administered by the State of Oregon through OYA.

Welcome to JJIS

This is One E-Mail You Really Want!!!

When you sign the JJIS User Agreement, the paperwork is processed by your local Security Coordinator.

Once the account is set up, you will receive an email similar to this one that contains your JJIS Login – User Name and Password.

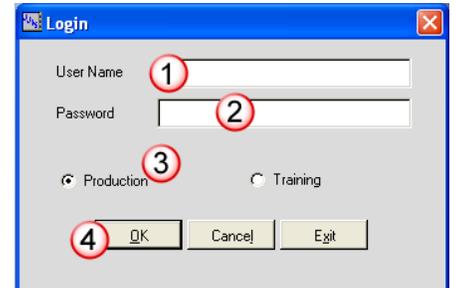


Log on to JJIS and Change Your Password



Double-click the JJIS icon on the computer's "desktop" screen. The JJIS Toolbar appears at the top of the screen and a Logging on as: screen opens.

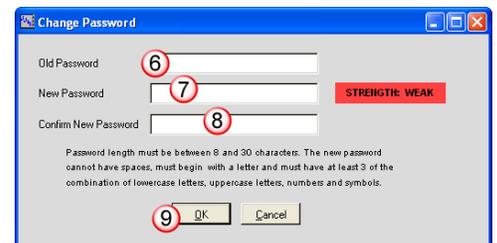
1. Enter **User Name**.
2. Enter **Password**. Passwords must be entered exactly as they were set up; for example, differentiate between the number 0 (zero) and the letter O.
3. JJIS defaults to the **Production** radio button – this is the real-time JJIS production database.
4. Click **OK**.



An **Initializing new codes** message displays and the JJIS application loads.



5. Select **File** from the JJIS Menu and select **Change Password . . .**. The Change Password screen opens.
6. Enter the current password in the **Old Password** field.
7. Enter the new password in the **New Password** field. Passwords must:
 - be between 8 and 30 characters
 - begin with a letter
 - include a combination of lowercase and uppercase letters, numbers, or symbols
8. Re-enter the new password in the **Confirm New Password** field.
9. Click **OK**. Or click **Cancel** to discard unsaved changes and close the screen.



Remember . . .

JJIS is a powerful tool and users have access to data, much of which is confidential and protected from public release by Oregon law. All JJIS users should be alert to the necessity of protecting the integrity and confidentiality of the data in JJIS.



"No person is allowed to seek, obtain, use or release information from JJIS for private or personal reasons."

Violations of the use of JJIS as outlined in the Individual User Security Agreement are taken very seriously and violators may be subject to discipline, up to and including dismissal, for violations of the security agreement. Some examples of security violations are:

- ▶ Looking up one's own or co-workers' last names in JJIS "just to see what comes up".
- ▶ Looking up names of relatives, friends, or acquaintances to see if there is an existing JJIS record.
- ▶ Reviewing case notes of a youth not on one's caseload (e.g., a high-profile or sensitive-designation youth).
- ▶ Looking up names of relatives, friends, or acquaintances to change or remove information in an existing JJIS record.
- ▶ Looking up names of co-workers and/or their family members and sharing information to intentionally cause conflict or distress for the co-worker.

Shortcuts, Tips & Tricks

- ➡ Use the Ctrl-O keyboard shortcut to enter the current date.
- ➡ Right-click in a list – export the list to the computer clipboard and paste into Excel.
- ➡ Sort a list in JJIS by clicking the title of the column you want to sort by (ascending – A to Z, 1 to 10). Click the column title again to reverse the sort (descending – Z to A, 10 to 1).
- ➡ Speed up data entry in number fields - don't enter dashes (or parentheses) in telephone numbers and dates - JJIS does the formatting for you.
- ➡ Be aware of common data entry errors:
 - the letter "O" vs. the number "0"
 - the letter "l" vs. the number "1"
 - the letter "S" vs. the number "5"

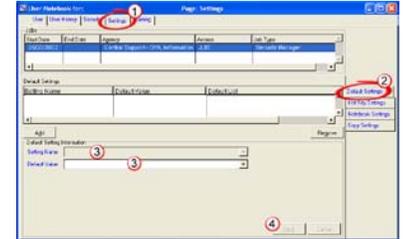
Default Settings

Default Settings manage how information initially displays in some screens. The user can select preferences for having particular screens always open with specific filters, pre-select from drop-down choices, default documents, and shortcuts.



Select **File** from the JJIS Menu and select **My User Notebook**.

1. Select the **Settings** tab on the top of the screen.
2. Select the **Default Settings** tab on the right of the screen.
3. Select a **Setting Name** and an associated **Default Value** from the drop-down lists.



4. Click **Apply** to save the setting, or click **Cancel** to clear the selection.

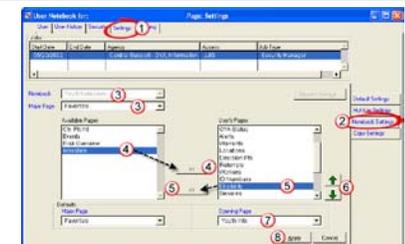
To set additional default settings, click Add, select the setting preferences, and then click Apply to save each selected setting.

Notebook Settings, Favorites, & Hot Keys

Notebook Settings let the user decide which notebook tabs they wish to have visible.

In **My User Notebook**,

1. Select the **Settings** tab on the top of the screen.
2. Select the **Notebook Settings** tab on the right of the screen.
3. Select the **Notebook** (e.g., Youth Notebook) — then, select a **Major Page** tab from the drop-down list.
4. Select an **Available Page**, then double-click it or click the >> button to move it to the User's Pages window on the right.
5. To remove a page from the User's Pages, select the page, then double-click it or click the << button to move it back to the Available Pages window on the left.
6. Select pages and click the Up or Down arrows to move pages into the preferred tab order.
7. Select an **Opening Page** from the drop-down list for the default page for the Major Page tab.
8. Click **Apply** to save the selected settings.



In both the JJIS Search and Youth Notebooks, users can choose to group only the tabs they regularly use under **Favorites** tabs.

Hot Key Settings allow users to assign keyboard shortcuts to frequently performed tasks such as creating Quick Documents, entering Quick Decision Points, and accessing Quick Menu options.

Select an option from the drop-down list for each Hot Key (F2 through F9, Shift F2 through F9, or Ctrl F2 through F9).

TIP! Keep a printout of the Hot key screen by your desk for quick reference.

