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ATTORNEY GENERAL

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eForms DVR Website User Guide for Court Clerks

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ABOUT EFORMS DVR

The eForms DVR application is a comprehensive Domestic Violence Reporting (DVR) System. The purpose of eForms DVR is to accurately, consistently, and electronically record and process facts and circumstances associated with a domestic violence incident/offense. The eForms DVR case management system provides field-based data entry, data validations, electronic case submission, web-based supervisor approval processes, and allows court updates - all through an intuitive interface.

The case management workflow functions using four types of roles.

- 1) **The *DVR Law Enforcement Officer role (DVR Officer)*** allows users to create, edit, and submit reports through the eForms DVR application. Users with this base role will also access their reports on the DVR website.
- 2) **The *DVR Law Enforcement Agency Supervisor role (DVR Supervisor)*** allows users to view, approve or reject, and view all their agency's reports.
- 3) **The *DVR Court-Clerk role (DVR Court)*** allows court clerks the ability to view, add bond conditions & court updates, and print approved DVR reports in their jurisdiction.
- 4) **The *DVR Inquiry role*** allows designated personnel to access and view all (statewide) approved DVRs in the DVR system.

The core eForms DVR system is comprised of four processes:

- 1) The Law Enforcement Agency Officer creates and submits the DVR using the eForms DVR application.
- 2) The system transfers the report to the central repository, where the DVR is ready for view by the originator and approval by the supervisor.
- 3) The agency's designated supervisor reviews the DVR using the eForms DVR website and decides to approve or reject the report:
 - a) **If the DVR is *approved*, it becomes available to the appropriate court for further processing.**
 - b) **If the DVR is *rejected*, it is electronically returned to the originator for correction and then resubmitted for the law enforcement supervisor's review and approval.**
- 4) The system routes the DVR to the DVR website and assigns them to the proper LE users and court clerks.
- 5) The court clerk retrieves the approved DVRs from the website and updates the bond conditions and additional court information.

Note: The Court Clerks only see approved DVRs. The DVRs contain no juvenile information.

ABOUT THIS GUIDE

This User Guide provides instructions for court clerks on how to use the eForms DVR website to view and update DVR forms. For LEs and LE Supervisors, see the Mississippi DVR User Guide for Law Enforcement for instructions on using the eForms DVR application to create a DVR report.

GETTING STARTED

Before you start, you need credentials to access the system. All users must have a CAPSLock account with a court agency to access the MSDVR website.

If your agency or court is registered to use DVR, the system automatically assigns the DVR-Court privilege to each account.

If you need a CAPSLock account, contact your agency's CAPSLock Administrator (CLA). The instructions for adding new users are included in this document. Select the following link [Appendix A: Managing Users - CAPSLock Administrator Guide](#) to view these instructions.

If you don't have a CAPSLock Administrator, contact the MS CAPS Support Desk: mscapssupport@ua.edu.

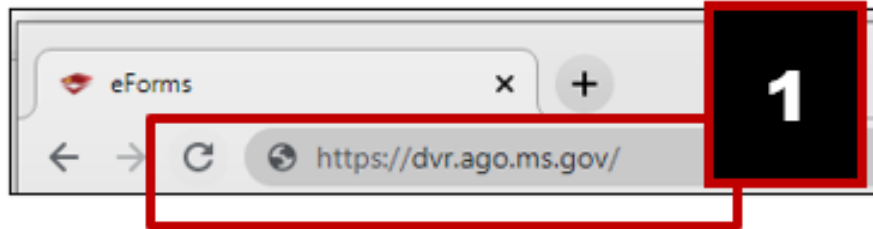
GETTING ACCESS

If your organization does not have a CAPSLock Administrator, send an email requesting a DVR account to the MS CAPS Support Help Desk – mscapssupport@ua.edu. Your email must include the following for each user:

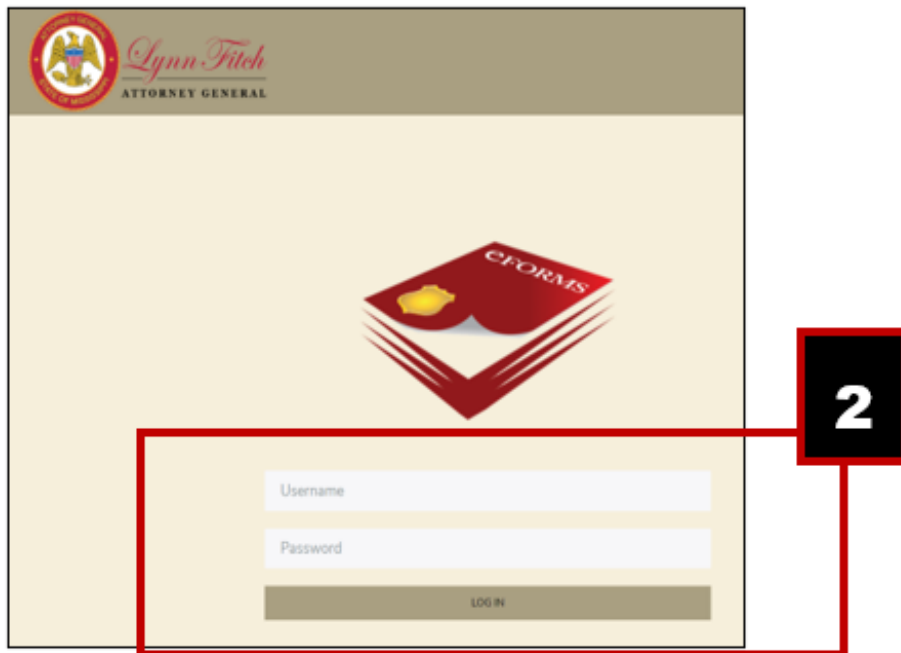
Agency or Organization Name	
Phone #	
First Name and Last Name	
Unique Email Address	
Position/Rank	
DVR Role	Court Clerk

LOGGING IN TO EFORMS DVR WEBSITE

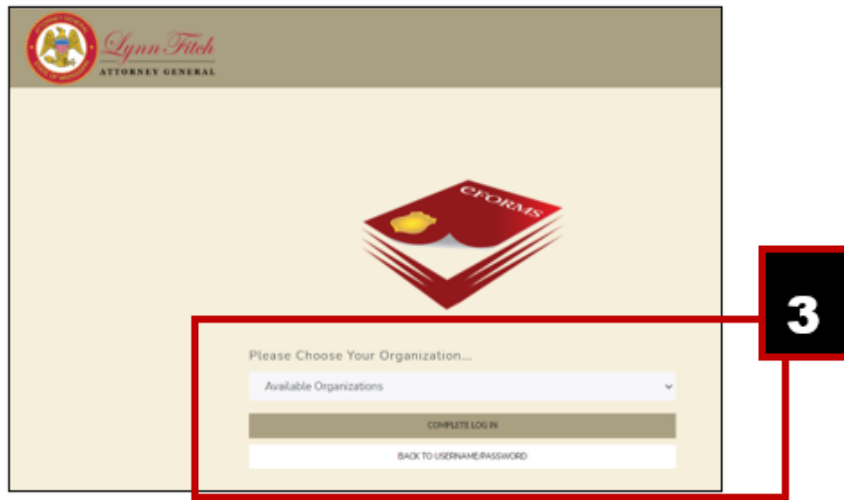
1. Enter the website's URL or select the bookmark on your browser to access the DVR website login page.
<https://dvr.ago.ms.gov>



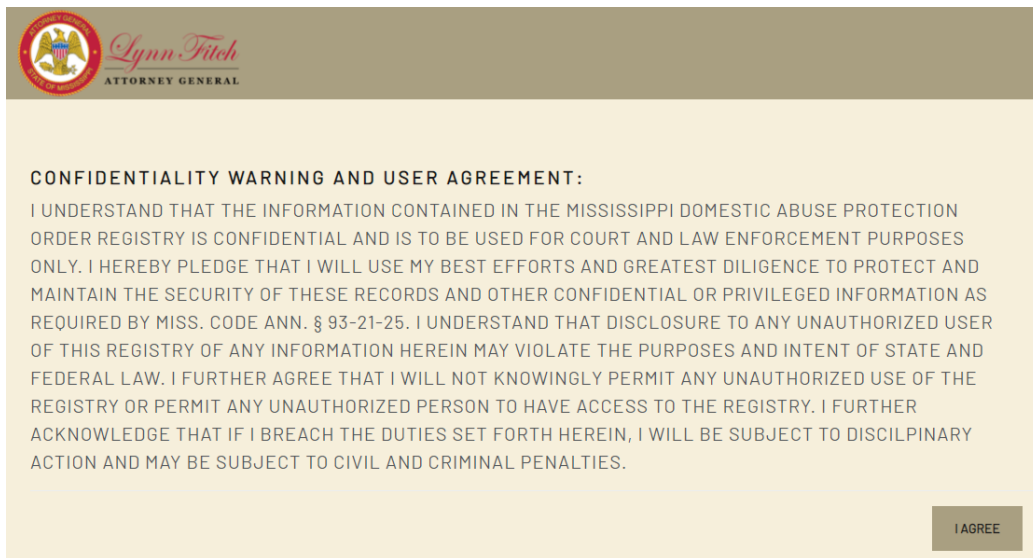
2. Enter your username and password, then select the log in button.



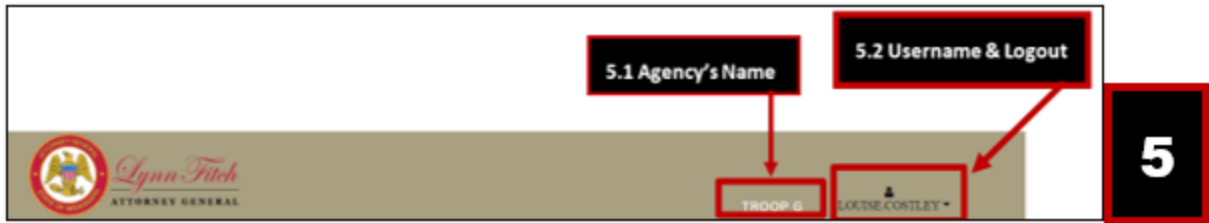
3. The system prompts you to select your organization name.
 - 3.1. Select your organization from the drop-down list of organizations then,
 - 3.2. Select the Log In button.
 - 3.3. If you do not see your organization, select the Back to Username/Password button to exit. Then, contact your CLA or the mcapssupport@ua.edu.



4. Each time you log in, you must read the MS AGO's DVR Confidential Warning and User Agreement. Upon agreeing to the terms of the MS AGO's DVR Confidential Warning and User Agreement, select the '**I AGREE**' button to agree with the terms.



5. The system displays DVR forms with the following features:
 - 5.1. Your agency's name
 - 5.2. Your username. The Log Out button is located just below your username.
 - 5.3. Select the down arrow to view the Log Out button.

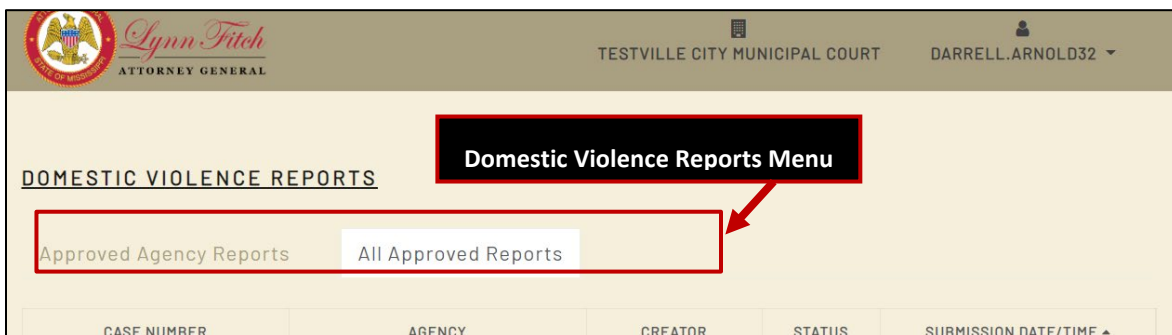


DOMESTIC VIOLENCE REPORTS MENU

The DVR list first shows the report selection menu based on the system assigned role.

- Agency Reports – DVR Officer (only see reports created by the officer), DVR Supervisors, and DVR Inquiry
- All Approved Reports – DVR Supervisors, DVR Inquiry, and DVR Court (Agency's Court Clerk)

The DVR Court-Clerk role (DVR Court) allows court clerks the ability to view, add bond conditions & court updates, and print approved DVR reports in their jurisdiction.



The DVR list displays reports by their case number, agency, report creator, current status, and the submission date and time.

DOMESTIC VIOLENCE REPORTS

Approved Agency Reports

All Approved Reports

CASE NUMBER	AGENCY	CREATOR	STATUS	SUBMISSION DATE/TIME ▲
DVR Report Filter/ Search Search Case Number Search Agency Search Creator FROM MM/DD/YYYY TO MM/DD/YYYY				
DV-12-2022	Mississippi Attorney General's Office	Will Hudgins	Approved	02/16/2022 15:28
Sample Beta Form 2	Mississippi Attorney General's Office	Landon Bentley	Approved	02/03/2022 12:54
Sample Beta Form	Mississippi Attorney General's Office	Landon Bentley	Approved	02/03/2022 12:54

DVR Report

SEARCH FOR DVR

You can search for a DVR by Case Number, Agency Name, DVR Creator, DVR Status, and Submission From/To Date Range.

1. Enter a search criterion in one or more of the search boxes.
2. The system displays the reports that match the entered criteria.
3. Select the report to view its details.

DOMESTIC VIOLENCE REPORTS

Agency Reports Pending Reports All Approved Reports

CASE NUMBER	AGENCY	CREATOR	STATUS	SUBMISSION DATE/TIME
Search Case Number	Search Agency	Search Creator		FROM MM/DD/YYYY TO MM/DD/YYYY
AG-555	Mississippi Attorney General's Office	DVR Officer	Approved	01/14/2022 13:14

VIEWING THE DVR

Locate the DVR and then select it to view the report's details.

DOMESTIC VIOLENCE REPORTS

Agency Reports All Approved Reports

CASE NUMBER	AGENCY	CREATOR	STATUS	SUBMISSION DATE/TIME
Search Case Number	Search Agency	Search Creator		FROM MM/DD/YYYY TO MM/DD/YYYY
Sample Beta Form 2	Mississippi Attorney General's Office	Landon Bentley	Approved	02/03/2022 12:54
Sample Beta Form	Mississippi Attorney General's Office	Landon Bentley	Approved	02/03/2022 12:54
New DVR (2/3/2022 12:53:59 PM)	Mississippi Attorney General's Office	Landon Bentley	Approved	02/03/2022 12:54
New DVR (2/3/2022 12:53:59 PM)	MHP	Landon Bentley	Approved	02/03/2022 12:54
AG-555	Mississippi Attorney General's Office	DVR Officer	Approved	01/14/2022 13:14

Showing reports 1 to 5 of 5 total

First Prev 1 Next Last

ADDING & EDITING BOND CONDITIONS & COURT INFORMATION

The court clerk is responsible for completing the bond conditions and court disposition information of the DVR form. Users can edit their own entry but must provide notes as to why they edited. The system logs each entry and the date and time of the entry.

The screenshot displays the Madison County Justice Court DVR form. The header includes the Madison County logo, the name Lynn Fitch, Attorney General, and the text MADISON COUNTY JUSTICE COURT. Navigation links for RESOURCES/DOWNLOADS and a user profile for DARRELL.ARNOLD32 are also present. The form is divided into several sections: 1. Report Summary: Contains fields for Current status (Approved), Creator (Darrell Arnold), Agency Name (Madison County Sheriff Office), Submitted (02/22/2022 14:03), and Comments (null). It also lists Report details: Offense Date & Time (02/22/2022 06:00), Incident Location (500 Tester Street), Victim (Jane Doe), Injury (Yes), Suspect (John Doe), Arrest Status (Arrested), and Charge(s) (Simple Domestic Violence). 2. Narrative: A section with a NARRATIVE field. 3. Bond Conditions: A section with a + ADD BOND CONDITIONS button and two existing bond conditions listed as BOND CONDITIONS - JOHN DOE. 4. Court Information: A section with a + ADD COURT INFORMATION button and one existing court information entry listed as COURT INFORMATION - JOHN DOE.

Report Summary	
Current status:	Approved
Creator:	Darrell Arnold
Agency Name:	Madison County Sheriff Office
Submitted:	02/22/2022 14:03
Comments:	null
Offense Date & Time:	02/22/2022 06:00
Incident Location:	500 Tester Street
Victim:	Jane Doe
Injury:	Yes
Suspect:	John Doe
Arrest Status:	Arrested
Charge(s):	Simple Domestic Violence

Narrative

NARRATIVE

Bond Conditions + ADD BOND CONDITIONS

BOND CONDITIONS - JOHN DOE

BOND CONDITIONS - JOHN DOE

Court Information + ADD COURT INFORMATION

COURT INFORMATION - JOHN DOE

1. Select the DVR from the list of approved reports.
2. Scroll to the **Bond Conditions** section, verify the information provided by the originator, and add updates, if necessary.
3. Add a Bond Condition by clicking on the “Add Bond Conditions” button.

Bond Conditions
+ ADD BOND CONDITIONS

BOND CONDITIONS - JOHN DOE

BOND CONDITIONS - JOHN DOE

BOND CONDITIONS - NEW (NOT SAVED)
SAVE CHANGES

Suspect:

Court Case Number:
Judge Contact Name:
Court County:
Court Name:

Person Entering Info Title:
Person Entering Info Name:

Conditions/Findings:

4. Next, scroll to the **Court Information** section and select the 'Add Court Information' to update the DVR.

Court Information
+ ADD COURT INFORMATION

5. For both sections, enter the following information:
 - 5.1. Law Enforcement Case No.
 - 5.2. Name
 - 5.3. Court Case Number
 - 5.4. Judge's Name

- 5.5. Court County
- 5.6. Court Name
- 5.7. Date of Court
- 5.8. Statute #
- 5.9. Disposition
- 5.10. Condition/Finding
- 5.11. Name of Person Entering Information
- 5.12. Person's Title

Court Information

+ ADD COURT INFORMATION

NEW COURT INFO

Court Case Number:

Judge Contact Name:

Court County:

Court Name:

Person Entering Info Title:

Person Entering Info Name:

DVR Officer

Conditions/Findings:

6. Select the Save button to save your entry.

BOND CONDITIONS - JOHN DOE (NOT SAVED)

SAVE

CHANGES

Suspect:

John Doe

Court Case Number:

111000222

Judge Contact Name:

Judge Tester

Court County:

Madison

Court Name:

Madison County Justice Cc

Person Entering Info Title:

Clerk

Person Entering Info Name:

Susan Tester

Conditions/Findings:

\$2000 bond. 72-hr hold.

ADDING ADDITIONAL ENTRIES AND EDITING A COURT DISPOSITION/BOND CONDITION ENTRY

The court disposition and bond condition information can be added at any time, and there is no limit on the number of updates that can be added to a DVR. Once the court clerk updates the court disposition and bond conditions, that information becomes available for all MSDVR users to view.

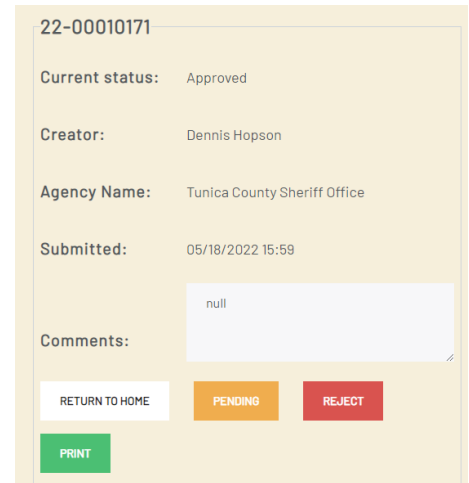
Court clerks may edit their own court disposition and bond condition entries as needed by clicking on the Edit button at the top of any entry they made to a DVR report.

Every time a DVR is updated or viewed, an entry is made to the audit trail (see next section).

PRINTING THE DVR

To print an official copy of an approved MSDVR report, you will need to access and locate it on the MSDVR website (<https://dvr.ago.ms.gov>). Only approved reports can be printed for official purposes and only from the website. You cannot print partially completed or completed forms from the eForms DVR application installed on your computer.

Locate the report using the tools described in the previous section. Pull up the case details and click the Print button at the top near the case summary section. This will open the report in Adobe PDF format in another browser tab and/or download the PDF directly to your computer's Downloads folder. The report will be on official Mississippi Attorney General's Office letterhead with the state seal at the top.



22-00010171

Current status: Approved

Creator: Dennis Hopson

Agency Name: Tunica County Sheriff Office

Submitted: 05/18/2022 15:59

Comments: null

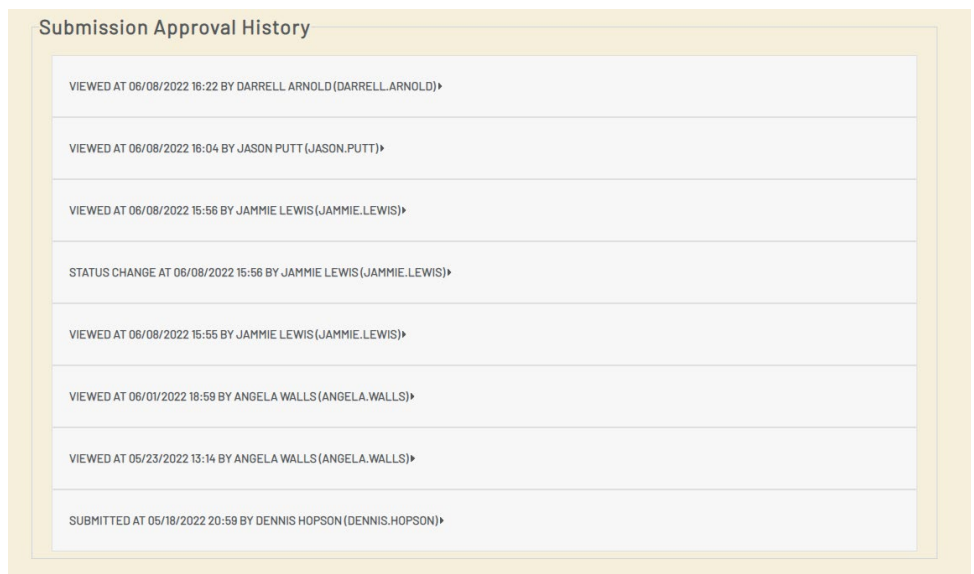
RETURN TO HOME PENDING REJECT

PRINT

SYSTEM AUDIT TRAIL

MSDVR implements a robust audit system which tracks each time a DVR report is uploaded, accessed, viewed, approved/rejected, updated by courts, and printed. The user's name, date, and time will be stamped for all these actions.

To view the audit trail, scroll to the very bottom of the case details page.



VIEWED AT 06/08/2022 16:22 BY DARRELL ARNOLD (DARRELL.ARNOLD) ▶
VIEWED AT 06/08/2022 16:04 BY JASON PUTT (JASON.PUTT) ▶
VIEWED AT 06/08/2022 15:56 BY JAMMIE LEWIS (JAMMIE.LEWIS) ▶
STATUS CHANGE AT 06/08/2022 15:56 BY JAMMIE LEWIS (JAMMIE.LEWIS) ▶
VIEWED AT 06/08/2022 15:55 BY JAMMIE LEWIS (JAMMIE.LEWIS) ▶
VIEWED AT 06/01/2022 18:58 BY ANGELA WALLS (ANGELA.WALLS) ▶
VIEWED AT 05/23/2022 13:14 BY ANGELA WALLS (ANGELA.WALLS) ▶
SUBMITTED AT 05/18/2022 20:59 BY DENNIS HOPSON (DENNIS.HOPSON) ▶

ALL APPROVED REPORTS - ADVANCED SEARCH

Once the supervisor approves the report, it appears on the 'All Approved Reports' page. This page also provides the ability to search for reports by suspect name, suspect identification number, victim name, and victim identification number.

APPROVED REPORTS SEARCH OPTIONS

If necessary, select the arrow in the 'ADVANCED SEARCH' box to expand the search options. Then, enter a search criteria in the boxes provided and the system displays the total number of reports found and search results. If multiple reports are listed, use the additional search boxes to refine your search.

Select the arrow to see the search options.

Enter one or more search criteria.

Use these additional search options to refine the search.

Use the page navigation to sort through the list.

Agency Reports Approved Agency Reports Pending Reports

Reports

ADVANCED SEARCH ▾

Suspect Name: Suspect Identification Number:

Victim Name: Victim Identification Number:

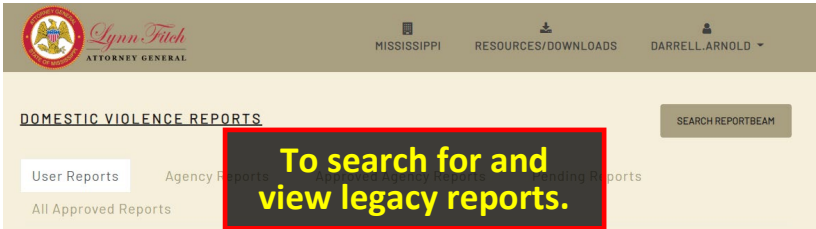
Reports 1 to 10 of 29 total

CASE NUMBER	AGENCY	CREATOR	APPROVED DATE/TIME ▴
Case Number	Search Agency	Search Creator	FROM MM/DD/YYYY TO MM/DD/YYYY
Case Number	Search Agency	Search Creator	Case Number
Case Number	Search Agency	Search Creator	Case Number
Case Number	Search Agency	Search Creator	Case Number
Case Number	Search Agency	Search Creator	Case Number
Case Number	Search Agency	Search Creator	Case Number
Case Number	Search Agency	Search Creator	Case Number
Case Number	Search Agency	Search Creator	Case Number
Case Number	Search Agency	Search Creator	Case Number
Case Number	Search Agency	Search Creator	Case Number

First Prev 1 Next Last

LEGACY DATA

To access ReportBeam legacy reports click on the “Search ReportBeam” button located at the top right-hand corner of the page.



GETTING HELP

AGO CONTACTS AND RESOURCES

Court clerks with questions about MSDVR processes and to learn more about Victim Assistance options, please visit the Mississippi Attorney General's Office website's Bureau of Victim Assistance section: <https://www.ago.state.ms.us/divisions/bureau-of-victim-assistance/> or send an email to: victimassistance@ago.ms.gov

MS CAPS HELP DESK

If you have a question or would like to report an issue with the MSDVR website, send an email to the MS CAPS Help Desk - mscapssupport@ua.edu. Select and copy the form to your email.

Name	
Agency	
Phone #	
Email	
Question or Describe the Issue	

Below is the entire CAPSLock Administrator Guide for managing users. We placed it here for convenience.

ABOUT CAPSLOCK

This document is intended for agency administrators to use as a guide for setting up new users in the CAPSLock User Authentication System.

CAPSLock is a web application accessible through a web browser using the URL:

<https://capslock.dps.ms.gov/admin>

You must have the CAPSLock administrator privilege to use this site.

Personnel wanting to become agency administrators should contact the Mississippi Help Desk to have their account setup.

Mississippi MOVE Help Desk
662-368-2483
mscapssupport@ua.edu

Court clerks do not need to use the eForms DVR application to view and update cases. Supervisor and court-related functions will be completed using the DVR website (<https://dvr.ago.ms.gov>), not the eForms DVR application installed on police officers' computers.

All MS courts should have their own CAPSLock Administrator to create and manage user accounts. Court clerks should contact their agency's designated CAPSLock Administrator to set up their account to access the DVR website. There is a separate guide for court users and court CAPSLock Administrators.

GETTING STARTED WITH CAPSLOCK

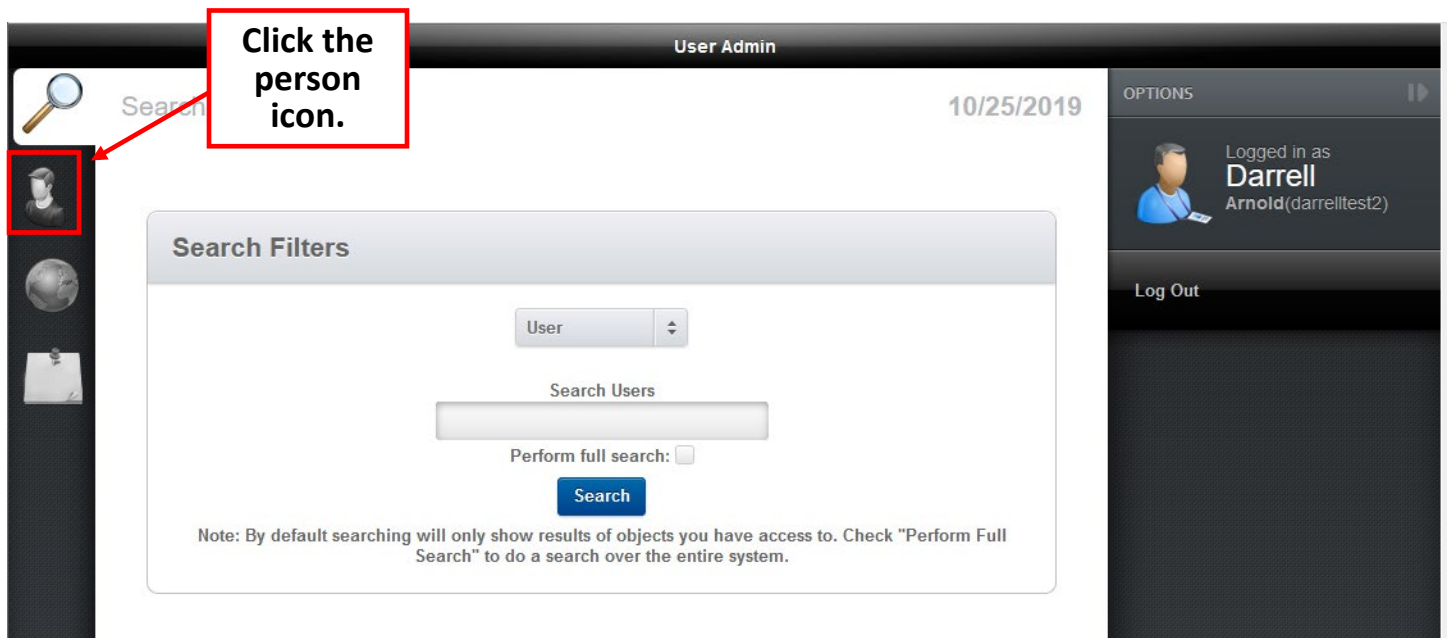
A user must also have a CAPSlock account before accessing the **eForms DVR – Domestic Violence Report** website. The website address to manage submitted DVR reports is:

<https://dvr.ago.ms.gov>

By default, all court agencies are assigned the DVR Court privilege, so there is no need to assign any roles to anyone in your agency. By creating their accounts, your agency's users will inherit the DVR Court privilege and will have access to the DVR website.

SETTING UP NEW USERS FOR YOUR AGENCY

1. Login to <https://capslock.dps.ms.gov/admin> (NOTE: If this is your first time logging into CAPSlock, the system prompts you to finish setting up your user account.)
2. Click on the person icon located in the top left-hand corner of the screen:



3. Click the "Create New" button:

User Admin

User Information for - Darrell Arnold - 10/25/2019

Active

Create new ...

User

Role

Import Multiple Users

User Information

Organizations

User Information

Edit

Account Information

UserName: darrelltest2

Last Login Date: Oct 25, 2019

Create Date: Oct 25, 2019

Last Edit Date: Oct 25, 2019

Password Expiration Date: Oct 20, 2039

OPTIONS

Logged in as Darrell Arnold(darrelltest2)

Log Out

Reset Password

Set Password

View/Edit Security Questions

Add/Remove Privileges

Disable User

4. Select "User" from the dropdown list:

User Admin

User Information for - Darrell Arnold - 10/25/2019

Active

Create new ...

User

Role

Import Multiple Users

User Information

Organizations

User Information

Edit

Account Information

UserName: darrelltest2

Last Login Date: Oct 25, 2019

Create Date: Oct 25, 2019

Last Edit Date: Oct 25, 2019

Password Expiration Date: Oct 20, 2039

OPTIONS

Logged in as Darrell Arnold(darrelltest2)

Log Out

Reset Password

Set Password

View/Edit Security Questions

Add/Remove Privileges

Disable User

5. The User Creation Wizard appears. Complete the User Information section before clicking the Next button.

The screenshot shows the 'Create New User' wizard with four steps: 1. User Information, 2. Additional Information, 3. Organization, and 4. Group. Step 1 is active. The form fields are: First Name (Darrell), Last Name (Arnold), Email (test.user@testingpd.org), and Username (darrell.arnold3). A red box highlights the Email field with the text 'IMPORTANT! Enter a valid email address.' Another red box highlights the Username field with the text 'Usernames are auto-generated based on availability.' A 'Next' button is at the bottom right.

NOTE: You must enter a valid email address. Two notification emails will be sent to this user – one containing their username and the other containing their temporary password.

6. Enter Badge ID, Rank, and be sure to select "Live" from the Mode drop-down list.

The screenshot shows the 'Create New User' wizard with four steps: 1. User Information, 2. Additional Information, 3. Organization, and 4. Group. Step 2 is active. The form fields are: ReportBeamID (empty), Badge (212), Rank (Captain), Mode (LIVE), Primary Vehicle ID (empty), and Motorcycle ID (empty). A red box highlights the Mode drop-down menu with the text 'IMPORTANT! Select "Live" for Mode.' A 'Back' button is at the bottom left and a 'Next' button is at the bottom right.

7. Select your organization name by clicking on the radio button:

Select the radio button next to your organization's name.

8. Do not enter anything in the Group tab:

Click the "Next" button. Do not enter any information in this window.

9. Verify all information is correct, and then check the box next to "Confirm that all fields are correct." Then, click the Save button to complete the process.

1st IMPORTANT!
Check this box before clicking the save button.

2nd
Click the "Save" button after checking the box confirming all fields are correct.

Create New User

User Creation Wizard

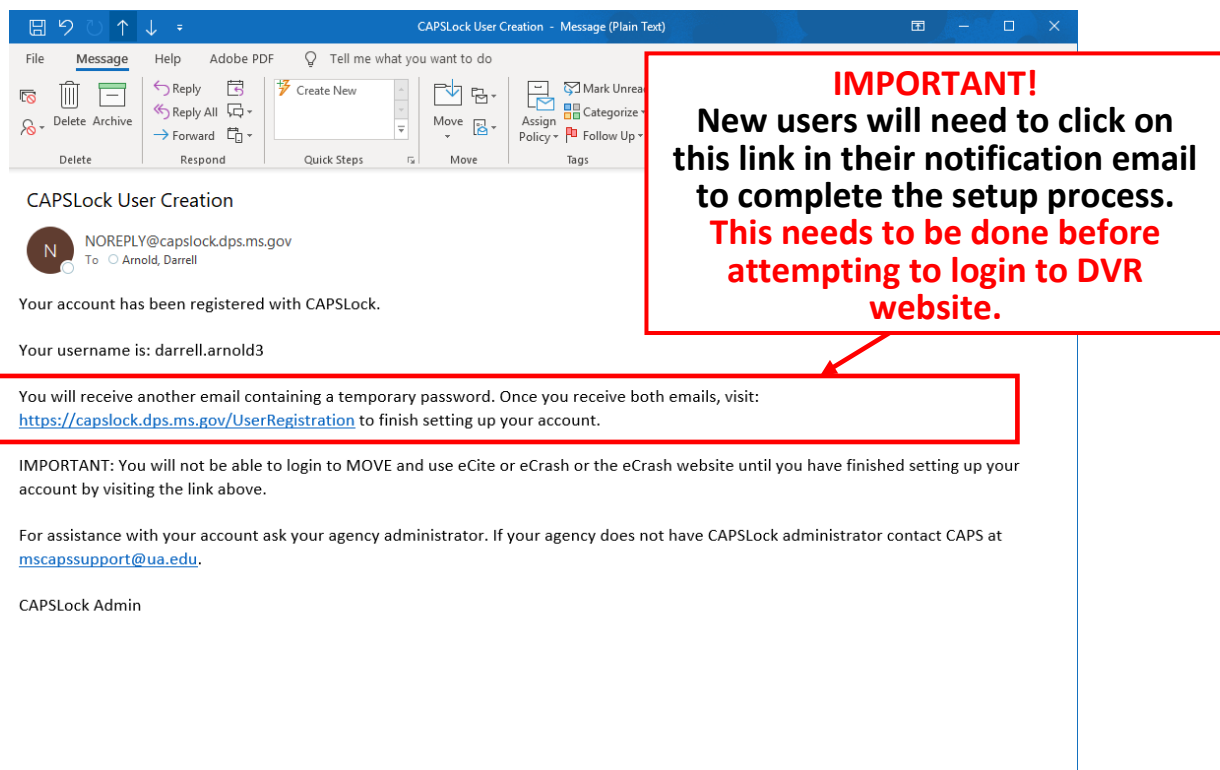
1 User Information 2 Additional Information 3 Organization 4 Group 5 Summary

Username: test.user1
First Name: Test
Last Name: User
Email: test.user@testingpd.org
212
Captain
LIVE
Abbeville Police Dept

☒ Confirm that all fields are correct.

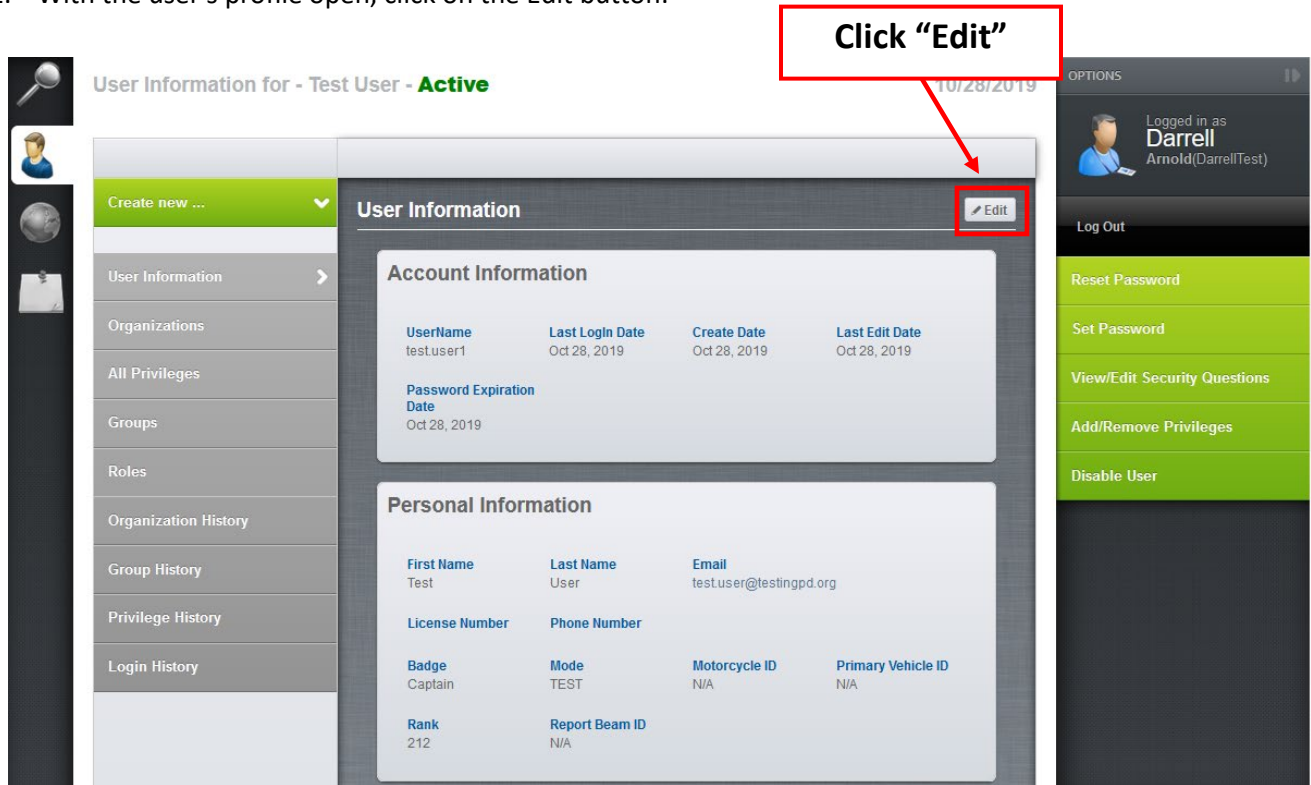
Back Save

New users will receive two emails: one containing their username and the other with their temporary password.



EDIT USERS

1. With the user's profile open, click on the Edit button:



Click "Edit"

User Information for - Test User - Active

Create new ...

User Information

Organizations

All Privileges

Groups

Roles

Organization History

Group History

Privilege History

Login History

User Information

Account Information

UserName	Last Login Date	Create Date	Last Edit Date
test.user1	Oct 28, 2019	Oct 28, 2019	Oct 28, 2019

Password Expiration Date
Oct 28, 2019

Personal Information

First Name	Last Name	Email
Test	User	test.user@testingpd.org

License Number	Phone Number

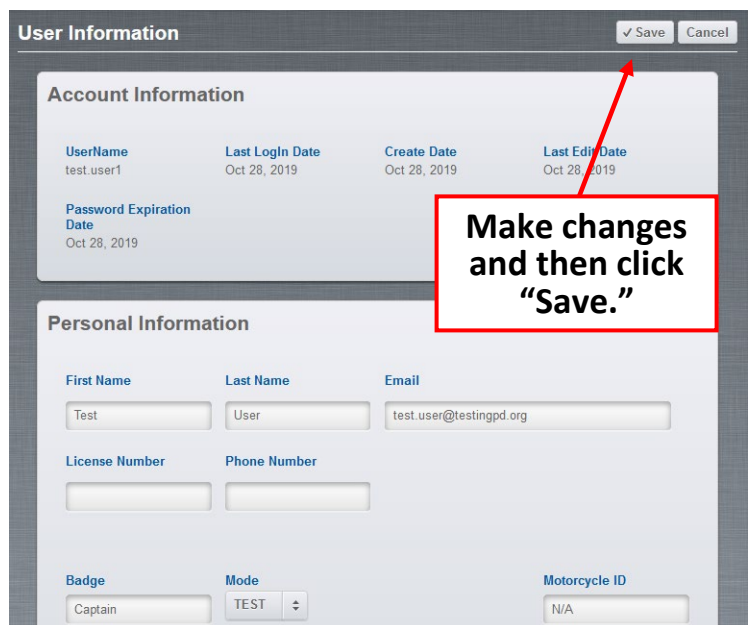
Badge	Mode	Motorcycle ID	Primary Vehicle ID
Captain	TEST	N/A	N/A

Rank	Report Beam ID
212	N/A

Options: Log Out, Reset Password, Set Password, View/Edit Security Questions, Add/Remove Privileges, Disable User

2. Make changes as needed, and then click the Save button. NOTE: You cannot change the username.

Contact support at: mscapssupport@ua.edu if you need to change the username.



User Information

Save Cancel

Account Information

UserName	Last Login Date	Create Date	Last Edit Date
test.user1	Oct 28, 2019	Oct 28, 2019	Oct 28, 2019

Password Expiration Date
Oct 28, 2019

Personal Information

First Name	Last Name	Email
Test	User	test.user@testingpd.org

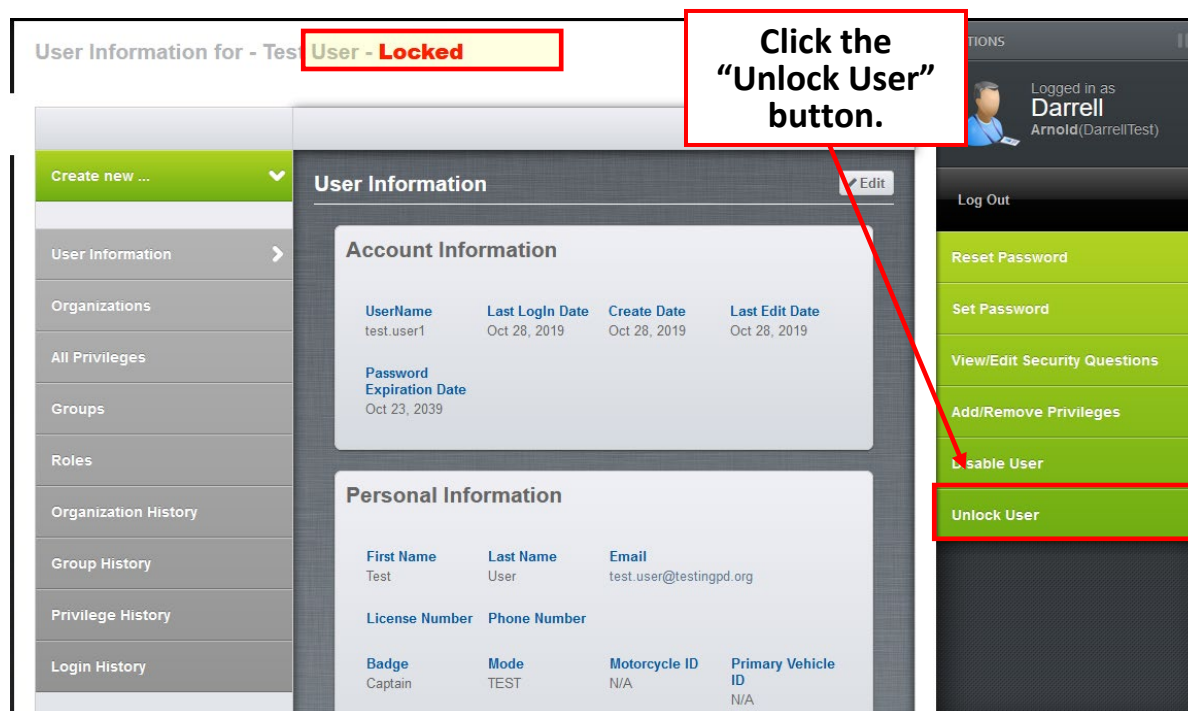
License Number	Phone Number

Badge	Mode	Motorcycle ID
Captain	TEST	N/A

Make changes and then click "Save."

UNLOCKING USER ACCOUNTS

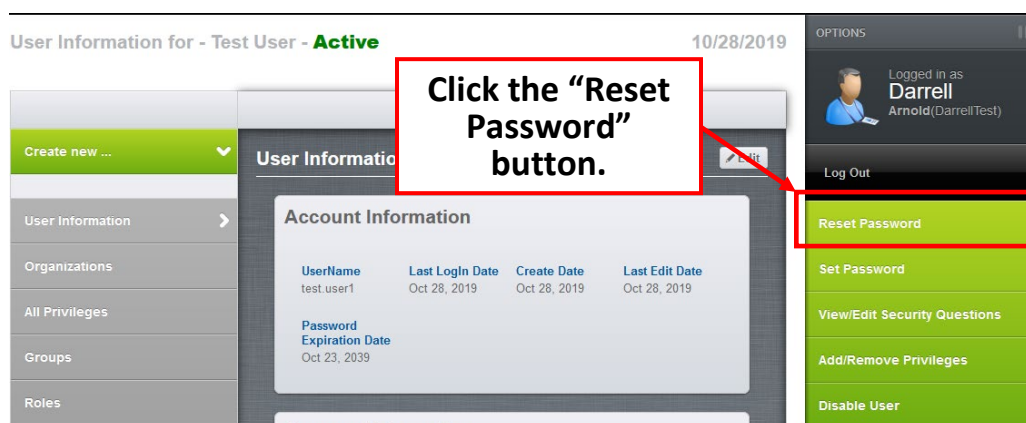
1. View the user's profile. The word 'Locked' appears next to the user's name at the top. Click on the Unlock User button to unlock the account:



NOTE: Most likely, the user forgot their password, it expired (later revision of CAPSLock), or they did not receive their temporary password. In this case, it is advisable to go ahead and reset the user's password while you have the profile open (see next section).

RESETTING PASSWORDS

1. Open the user's profile and click on the Reset Password button:



NOTE: The user will receive an email with a temporary password. If no email is received, verify the email address on record for this account.

DISABLING ACCOUNTS OF EMPLOYEES NO LONGER WITH YOUR AGENCY

Use the Disabling Accounts features when a member is no longer employed with your agency or restrict their usage of their assigned CAPS applications.

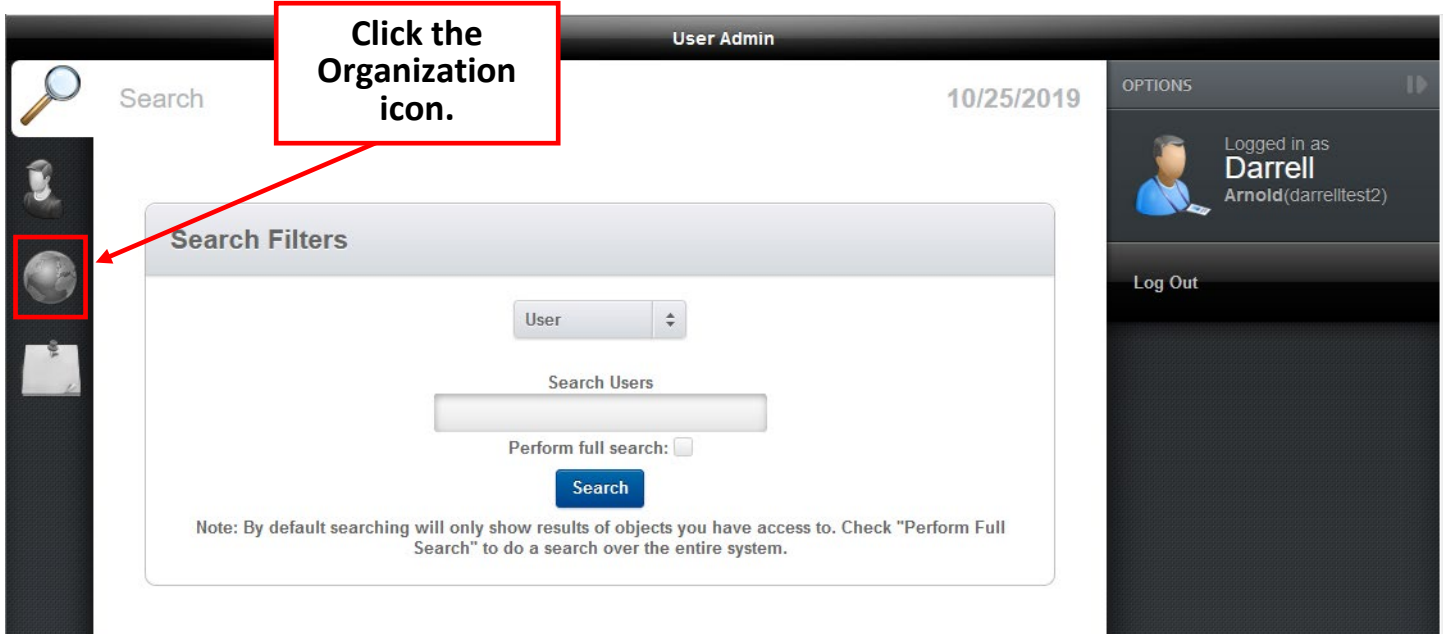
1. Open the user's profile and click on the Disable User button:

The screenshot displays the 'User Information' page for a user named 'Test User - Active'. The page is dated 10/28/2019. On the left, there is a sidebar with navigation links: 'Create new ...', 'User Information', 'Organizations', 'All Privileges', 'Groups', and 'Roles'. The main content area is titled 'User Information' and contains a section for 'Account Information'. This section lists user details: 'UserName' (test.user1), 'Last Login Date' (Oct 28, 2019), 'Create Date' (Oct 28, 2019), 'Last Update Date' (Oct 28, 2019), and 'Password Expiration Date' (Oct 23, 2039). An 'Edit' button is visible in the top right of the main content area. On the right side of the page, there is an 'OPTIONS' menu. This menu includes a user profile for 'Darrell Arnold (DarrellTest)' with a 'Log Out' button, and several action buttons: 'Reset Password', 'Set Password', 'View/Edit Security Questions', 'Add/Remove Privileges', and 'Disable User'. The 'Disable User' button is highlighted with a red box, and a red arrow points to it from a text box that says 'Click the "Disable User" button.'

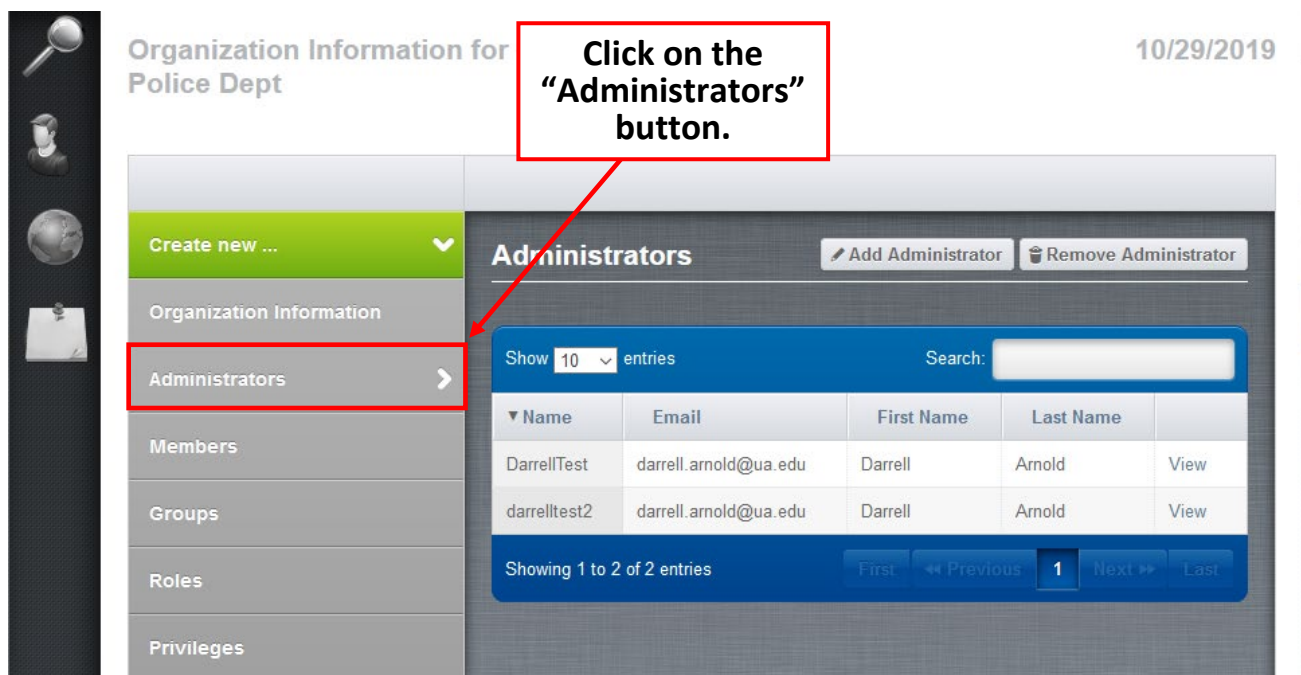
ADDING/SUBSTITUTING CAPSLOCK ADMINISTRATORS

You may find it necessary to add other members as CAPSLock administrators so they can assist in managing users for your organization. **NOTE: Only current CAPSLock Administrators or CAPS Support can add administrators to your organization.**

1. Login to the CAPSLock admin portal (<https://capslock.dps.ms.gov/admin>) and click the Organization icon (globe) located in the top left-hand corner of the screen:



2. Click on the Administrators button:



3. Click on the Add Administrator button:

Organization Information for Police Dept 10/29/2019

Click on the "Add Administrator" button.

Create new ...

Organization Information

Administrators

Roles

Privileges

Administrators

Add Administrator Remove Administrator

Show 10 entries Search:

Name	Email	First Name	Last Name	
DarrellTest	darrell.arnold@ua.edu	Darrell	Arnold	View
darrelltest2	darrell.arnold@ua.edu	Darrell	Arnold	View

Showing 1 to 2 of 2 entries First Previous 1 Next Last

List of current Administrators is shown here.

4. Enter the username for the organization member:

Administrators Confirm Cancel

Filter Users:

Search

Search

Show 10 entries Search:

Name	Email	First Name	Last Name	
DarrellTest	darrell.arnold@ua.edu	Darrell	Arnold	View

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Enter username here and then click the "Search" button.

5. Click on the radio button to the left of the username and then click the "Confirm" button:

1st
Click the radio button.

2nd
Click the "Confirm" button.

Administrators

Filter Users:

darrelltest2

Search

darrelltest2

Show 10 entries Search:

Name	Email	First Name	Last Name	
DarrellTest	darrell.arnold@ua.edu	Darrell	Arnold	View

Showing 1 to 1 of 1 entries

First Previous 1 Next Last