ARIZONA SUPREME COURT – ADMINISTRATIVE OFFICE OF THE COURTS

Defensive Driving Tracking System

User Manual

Certification and Licensing Division

Compliance Unit

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Defensive Driving Tracking System

Main Menu Selections

__Student Data__: Manage student information

Sub-menu selections:

1. __Check Eligibility__ (Verify that a student is eligible to attend defensive driving class.)
2. __Add New Registration__ (Enter a student registration record. Eligibility will be checked when submitted.)
3. __Add New Completion__ (Enter a student completion record. Eligibility will be checked when submitted.)
4. __View or Update Student__ (View an existing student record and edit details.)
5. __Batch Upload Student Data__ (Upload a batch of student information in a xml file format – AOC approved batch schools only. Not included in this User Manual.)
6. __Error Correction__ (View all batch error records and saved registration records with errors awaiting correction.)
7. __Denied Change Requests__ (View change requests that have been denied by the AOC.)
8. __Court Reject Records__ (View a list of court reject records awaiting correction that have not yet been acknowledged.)
9. __Batch Upload Student Data__ (Upload a batch of registration and completion student records in an .xml file format – AOC approved batch schools only.)

__Payments__: Manage payments

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2. __Court Un-Paid Diversion Fee Payment Report__ (Reconcile school records with DDTS eligible student records to prepare for "Add New Court Payment" workflow)
3. __Add New State Payment__ (Add a new state payment and select students.)
4. __View Existing Payments__ (View existing court and state fee payments, add additional students and generate remittance reports.)

__School Info__: Manage school information for __your individual Defensive Driving School__.

Sub-menu selections:

1. __School Information__ (View school contact information, along with associated instructors, class locations and upcoming classes.)
2. __Class Locations__ (view, edit, and delete class locations.)
3. __Add New Class Location__ (Add a new class location.)
4. __Scheduled Classes__ (View, edit and delete scheduled classes.)
5. __Add New Scheduled Class__ (Add a new scheduled class.)
6. __Batch Upload Schedules__ (Upload a batch of class schedule information in an .xml file format – AOC approved batch schools only.)

Main Menu Selections continued

Instructors: Instructor contact data and list of upcoming classes.

Sub-menu selections: none

Courts: List of applicable Arizona courts, contact information and court specific diversion fee history.

Sub-menu selections: none

Reports: Standard available reports

Sub-menu selections: see on-line application for current list of available reports.

Help : Help topics

Sub-menu selections:

1. FAQ (Frequently Asked Questions)
2. Deferrable Violation codes
3. Administrative Orders
4. Court Directory
5. User Training Guide
6. Contact Us

Login Procedures

1. Enter the ***Defensive Driving Tracking System*** website address into your internet browser address bar, and press your keyboard <Enter> key.

2. The "Defensive Driving Tracking System" (i.e. "DDTS") website's login page will display.
   A. Enter your assigned "User ID"
    B. Enter your assigned "Password"
    C. Select <Submit>

Navigation Tips

1. The main menu selections will display at the top of each screen. From there, you can navigate to any desired screen and/or function.

2. To navigate to any sub-menu function, you can either:
    A. Hover your cursor over any main menu selection and the sub-menu functions will display.
        1) Click on the desired function
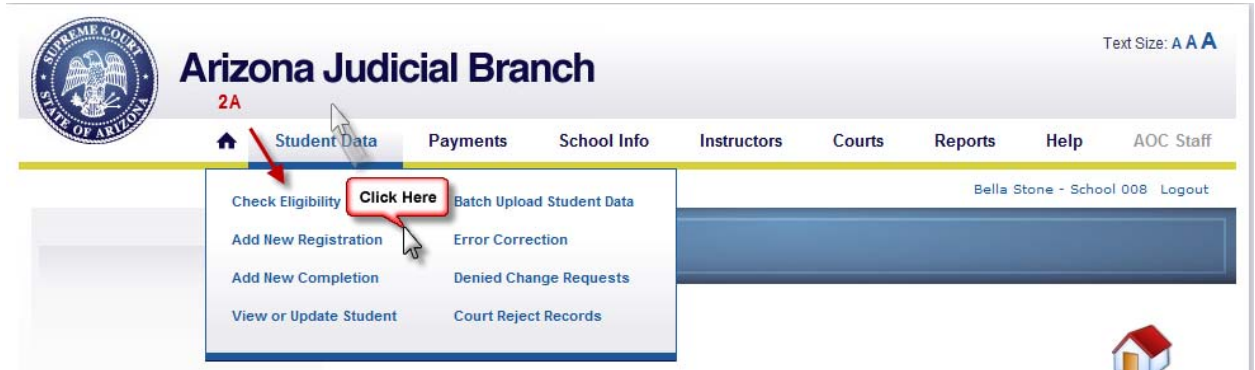
Navigation Tips continued

Or

B. Click on the main menu selection. The sub-menu functions will display on the right hand side and center sections of your screen.
    1) Click on the desired function

Navigation Tips continued

3. As you navigate through the application, a "breadcrumb" trail will display the path and menu options you used to arrive at your current location. Click on any menu selection in the "breadcrumb" trail to navigate back to the desired screen. For example:
    A. Click on "Home" to return to the "Home" page.
    B. Click on "Student Data" to navigate to the main Student Data menu selection options.
4. Upon a successful sign-on, your name and school location will display at the top right of every screen.
5. To logout at any time, click on the "Logout" link on the top right of any available screen.

Navigation Tips continued

6. When searching for records in the application, you can clear/refresh your search criteria without individually erasing each field. Simply click on the <Reset> button…..

…and your screen clears for new input.

Input search criteria below:

Please input Last Name and/or Driver's License Number plus at least one other field.

Last Name: [   ]

First Name: [   ]

Birth Date: [   ] MM-DD-YYYY

Driver's License Number: [   ]

State: AZ - ARIZONA ▼

Reset   Submit

Navigation Tips continued

7. After entering your search criteria, you may not receive any results because the application did not locate an exact record match with the information entered in the search screen. To resume your search:
   A. Click on the "Search" link to return to the original search screen with your selection criteria intact. Or:
   B. Click on any applicable Search screen link to return to the original search screen with no input displayed (screen will be refreshed).

Arizona Judicial Branch

Text Size: A A A

Student Data   Payments   School Info   Instructors   Courts   Reports   Help   AOC Staff

Home / Student Data / Check Eligibility ← 7B   Bella Stone - School 008 Logout

Student Data 7B

Check Eligibility ← 7B
Add New Registration
Add New Completion
View Student
Error Correction
Denied Change Requests
Court Reject Records
Batch Upload Student Data

Defensive Driving

Check Student Eligibility - Search Results

🔍 0 records found .

7A → Search

7 → No matching records found.

Navigation Tips continued

8. When using the "Search" screens, the application may locate more than one record that matches your search criteria. In the case where more than one record was found, the results will display in a list with a total record count (otherwise, you will see the record detail screen for the one result.) When a list is displayed, you will have the following options:
   A. Click on the record id (highlighted in blue) to view the record's detailed information.
   B. Click on any page number to move from one page to the next, including moving directly to the first or last pages.
   C. Click on any column heading to sort your results. For example, click on the column heading "Birth Date" to sort your results by the driver's date of birth.
   D. Click on the "Search" link to return to the original search screen with your selection criteria intact.

Home Page

1. Upon each initial sign-on, you will be directed to the "Home Page." However, if your school has any unresolved batch errors, you will instead be directed to the Error Correction page (Home>Student Data>Error Correction). See "Error Correction" for more information. Click on the "Home" link to navigate to the "Home" page if

needed.

2. The "Home Page" will display the number of unresolved "Batch Error" and "Court Reject" records. You may click on the record count to the right of each sub-menu selection to go directly to the applicable section.
3. The "Home Page" will also display important news and information. Please check this page often for updates.

Check Eligibility
Home>Student Data>Check Eligibility

1. Use this input screen to check the eligibility for a potential student: *You must enter the Last Name or Driver's License Number and one other field to initiate a search.*

A. *Last Name*: If using, must include at least 1 character (no numbers).
B. *First Name*: If using, must include at least 1 character (no numbers).
C. *Birth Date*: Is using, enter the driver's date of birth using the displayed format: MM-DD-YYYY. Ex: 11-01-1980.
D. *Driver's License Number*: If using, must be alphanumeric (characters and numbers). No special characters allowed.
E. *State*: This field automatically defaults to "Arizona." Use the drop down menu to select another state or location.

2. Enter your search criteria and select <Submit>.

Check Eligibility continued

3. If there is no record found based upon the search criteria, you will see the below screen. *This means the student has not completed a diversion eligible Defensive Driving class within the last 30 months, and is eligible for the current violation.

Check Student Eligibility - Detail

Home>Student Data>Check Eligibility

1. If there is only one result from your search criteria, the following record detail screen will display (otherwise, see "Navigation Tips" for accessing detail records from a list). This screen will also display after clicking on the "Record ID" for each record displayed in the results list.
2. All fields are display only. No modifications to data can be made from this screen. (See the "View Student –Detail" section for instructions on how to process updates or changes to existing records.)
3. This screen will provide the eligibility status and eligibility date for any successful completion record processed with the last 30 months. It will also display the original violation and school completion details.

Example of "Not Eligible"

Check Student Eligibility – Detail continued

Example of "Eligible"

Add New Registration
Home>Student Data>Add New Registration

1. Use this screen to enter a student registration record. Eligibility will be checked and data field information validated when submitted. Once successfully created, the record details will be electronically transmitted to the applicable court.
2. Record type ("S" – Registration) and school name automatically display.
3. After completing all applicable and mandatory fields, click <Submit> to validate and save your record.
   A. *Court location:* Use the drop down menu to select the appropriate court code.
   B. *Last Name:* Enter the driver's last name. This field is mandatory and should only include characters (no numbers). No special characters allowed except for "." and "-".
   C. *First Name:* Enter the driver's first name. This field is mandatory and should only include characters (no numbers). No special characters allowed except for "." and "-".
   D. *Initial:* Enter the driver's middle name or initial. This field may be blank and should only include characters (no numbers). No special characters allowed.
   E. *Suffix:* Use the drop down menu to select the appropriate value: "I", "II", "III", "IV", "V", "JR" or "SR". This field may be blank.
   F. *Birth Date:* Enter the driver's date of birth. This must be a valid date and cannot be in the future. Warnings will display (and the record will save) if the driver's age is less than 10 years for program types "CO" and "CW." Warnings will display (and the record will save) if the driver's age is less than 14 years or greater than 100 years for all program types except "CO" and "CW." The birth year must be 1900 or later. Use the format hint to enter the date of birth: MM-DD-YYYY. Example: 08-16-1976 for August 16, 1976.
   G. *Driver's License Number:* This field is mandatory and may contain numbers and/or characters. No special characters allowed.
   H. *Driver's License State:* Use the drop down menu to select the appropriate state code. This field will default to "AZ-ARIZONA."
   I. *Program Type:* Use the drop down menu to select the appropriate code: (ST, CO, CW and DW). The value will default to "ST" (standard). See appendix for definitions for each program type.
   J. *Citation Number:* Enter the driver's citation number. This field is mandatory and may include numbers and/or characters.
   K. *Violation Code:* Enter the driver's violation code using the drop down menu. Select "999" for local ordinance (non-AZ state) violations. The violation type is automatically associated with the selected Violation Code.
   L. *Charge Identifier:* Enter the citation sequence number for the diversion eligible charge. The value must be "A", "B", "C", "D", "E" or "1-999."
   M. *Process Server Fee:* This field may be blank and should only include numbers. Use only if the court has authorized your school to collect a process server fee from the driver/student.
   N. *Violation Date:* Enter the date the violation occurred using the calendar option to select the date (you may enter the date manually using the MM-DD-YYY format.) This field is mandatory, must be a valid date, cannot be in the future, and cannot be after the "Class Date", "Arraignment Date" or "Extension Date."

Add New Registration continued.

O. ***Arraignment Date:*** Enter the driver's original court date displayed on the citation. However, if the student contacted the court directly to extend the arraignment date and the court granted the extension, input the new arraignment date here. *This field must always match the court's arraignment date.* This field is mandatory and cannot be before the "Violation Date" or "Class Date." A warning will display if the date is in the past.

P. ***Extension Date:*** Enter the new Arraignment Date if the court has authorized your school to grant a onetime extension of the original Arraignment Date. *If the court has previously granted an extension, do not use this field (use the "Arraignment Date" field instead). Only use this field if your school is granting the extension.* This field may be blank and must be a valid date. Do not enter a date before the "Violation Date", "Arraignment Date" or "Class Date"

Q. ***School Receipt Date:*** Enter the date the school received the payment from the driver to attend class.   This date must be a valid date and cannot be after the current date and/or the "Violation Date". This date must be on or before the "Completion Date." A warning will display if the date is more than 90 days prior to the current date.

R. ***Class Date:*** Enter the date the student will attend the class. This date cannot be more than one year from the current date and cannot be before the "Violation Date." A warning will display if the class date is before the current date.

See following page for example.

Add New Registration continued

Add New Registration continued.

4. Once the Registration record is created, the below confirmation screen will display. From this screen, you can:
    A. View the record just created (see "View Student" for more information.)
    B. Enter another student

Add New Registration continued

5. If after selecting <submit> the application detects any errors, you will see the following:
   A. ***Validation Errors***: These errors will display in **red**. The fields must be corrected before the record can be created and saved. Make the necessary corrections and select <submit> again.
   B. ***Warnings:*** These are for information only and will display in **blue**. The record will be created and saved if no further action is taken for the associated data field.
   C. Click the link "Save with Errors" if you wish to save the record for correction at a later time. See the "Error Correction" section for procedures in retrieving these types of records. You will receive a confirmation page that the "Registration saved as an error record."

Add New Registration continued

6. When a user attempts to retrieve a registration record that is incomplete (see #5 on previous page), the student record information will appear when searching for the record using the "View Student" menu option (See "View Student" section for further information). However, the record must be updated using the "Error Correction" menu option. For your convenience, a link to the specific record in the "Error Correction" menu section will display in the "View Student – Detail" screen. (See "Error Correction" section for further information)

Add New Registration continued

7. **_Eligibility Override Request:_** If there is a matching Completion record in the database with the same identity indicators: (1) Driver's License Number and State – or - 2) Last Name, Date of Birth, and the first three letters of the first name) the application will display the following screen with the reason for the eligibility validation error message. The following options are available:

   A. To save the record for later modification and review, click on "Save with Errors". See the "Error Correction" section for procedures in retrieving these types of records. You will receive a confirmation page that the "Registration saved as an error record."

Or

B. If the school believes the student driver is eligible and a review by the AOC is needed to process the eligibility override, do the following
    I.   Enter the reason for the eligibility request (mandatory field)
    II. Select <Send Request>

Add New Registration continued:

8. If an Eligibility override was requested, the following confirmation screen will display.
    Important: The Registration record will not be saved and transmitted to the court until the AOC approves the eligibility override.

9. If the request is approved, the record will display in the "View Student" menu option as a normal registration record without a change request status. However, if the request is denied, the record will not display in the "View Student" menu option, but instead will display in the "Denied Change Requests" menu option (See "Denied Change Requests" for more information).

Add New Completion
Home>Student Data>Add New Completion

1. Use this screen to enter a student completion record only if a registration record does not currently exist (see "View Student" for instructions on how to convert an existing registration record into a completion record). Eligibility will be checked and data field information validated

when submitted. Once successfully created, the record details will be electronically transmitted to the applicable court.

2. Record type ("C" – Completion) and school name automatically display.
3. After completing all applicable and mandatory fields, click <Submit> to validate and save your record.
   A. ***Court location:*** Use the drop down menu to select the appropriate court code.
   B. ***Last Name:*** Enter the driver's last name. This field is mandatory and should only include characters (no numbers). No special characters allowed except for "." and "-".
   C. ***First Name:*** Enter the driver's first name. This field is mandatory and should only include characters (no numbers). No special characters allowed except for "." and "-".
   D. ***Initial:*** Enter the driver's middle name or initial. This field may be blank and should only include characters (no numbers). No special characters allowed.
   E. ***Suffix:*** Use the drop down menu to select the appropriate value: "I", "II", "III", "IV", "V", "JR" or "SR". This field may be blank.
   F. ***Birth Date:*** Enter the driver's date of birth. This must be a valid date and cannot be in the future. Warnings will display (and the record will save) if the driver's age is less than 10 years for program types "CO" and "CW." Warnings will display (and the record will save) if the driver's age is less than 14 years or greater than 100 years for all program types except "CO" and "CW." The birth year must be 1900 or later. Use the format hint to enter the date of birth: MM-DD-YYYY. Example: 08-16-1976 for August 16, 1976.
   G. ***Driver's License Number:*** This field is mandatory and may contain numbers and/or characters. No special characters allowed.
   H. ***Driver's License State:*** Use the drop down menu to select the appropriate state code. This field will default to "AZ-ARIZONA."
   I. ***Program Type:*** Use the drop down menu to select the appropriate code: (ST, CO, CW and DW). The value will default to "ST" (standard). See appendix for definitions for each program type.
   J. ***Citation Number:*** Enter the driver's citation number. This field is mandatory and may include numbers and/or characters.
   K. ***Violation Code:*** Enter the driver's violation code using the drop down menu. Select "999" for local ordinance (non-AZ state) violations. The violation type is automatically associated with the selected Violation Code.
   L. ***Charge Identifier:*** Enter the citation sequence number for the diversion eligible charge. The value must be "A", "B", "C", "D", "E" or "1-999."
   M. ***Process Server Fee:*** This field may be blank and should only include numbers. Use only if the court has authorized your school to collect a process server fee from the driver/student.
   N. ***Violation Date:*** Enter the date the violation occurred using the calendar option to select the date (you may enter the date manually using the MM-DD-YYY format.) This field is mandatory, must be a valid date, cannot be in the future, and cannot be after the "Class Date", "Arraignment Date" or "Extension Date."

Add New Completion continued.

O. ***Arraignment Date:*** Enter the driver's original court date displayed on the citation. However, if the student contacted the court directly to extend the arraignment date and the court granted the extension, input the new arraignment date here. *This field must always match the court's arraignment date.* This field is mandatory and cannot be before the "Violation Date" or "Class Date." A warning will display if the date is in the past.

P. ***Extension Date:*** Enter the new Arraignment Date if the court has authorized your school to grant a onetime extension of the original Arraignment Date. *If the court has previously granted an extension, do not use this field (use the "Arraignment Date" field instead). Only use this field if your school is granting the extension.* This field may be blank and must be a valid date. Do not enter a date before the "Violation Date", "Arraignment Date" or "Class Date"

Q. ***School Receipt Date:*** Enter the date the school received the payment from the driver to attend class.   This date must be a valid date and cannot be after the current date and/or "Violation Date". This date must be on or before the "Completion Date." A warning will display if the date is more than 90 days prior to the current date.

R. ***Class Date:*** Enter the date the student attended the class. This date cannot be more than one year from the current date and cannot be before the "Violation Date." A warning will display if the class date is before the current date.

S. ***Completion Date:*** Enter the date the student successfully completed the course (do not use if the class result is "Fail").   This field is mandatory and must be a valid date. It cannot be in the future and must be after the "Violation Date."

T. ***Completion Type:*** Enter the type of class the student completed from the drop down menu ("ST", "AD" or "OS" – See appendix for definitions for each completion type.)

U. ***Class Result:*** Use to indicate if the driver successfully completed the class. The default value is "Pass." Select "Fail" if the driver did not pass the course and do not enter a date in the "Completion Date" field.

See following page for example

Add New Completion continued

Add New Completion continued

4. Once the Completion record is created, the below confirmation screen will display. From this screen, you can:
   A. View the record just created (see 'View Student" for more information."
   B. Enter another student

Add New Completion continued

5. If after selecting <submit>, the application detects any errors, you will see the following:
    A. *Validation Errors*: These errors will display in **red**. The fields must be corrected before the record can be created and saved. Make any necessary corrections and select <submit> again.
    B. *Warnings:* These are for information only and will display in **blue**. The record will be created and saved if no further action is taken for the associated data field.

Add New Completion continued:

6. ***Eligibility Override Request:*** If there is a matching Completion record in the database with the same identity indicators: (1) Driver's License Number and State – or - 2) Last Name, Date of Birth, and the first three letters of the first name) the application will display the following screen with the reason for the eligibility validation error message. If the school believes the student driver is eligible and a review by the AOC is needed to process an override, complete the following:
   A. Enter the reason for the eligibility request (mandatory field)
   B. Select <Send Request>

Add New Completion continued:

7. Once the eligibility override request has been successfully submitted, the following confirmation screen will display. Important: The Completion record will not be saved and transmitted to the court until the AOC approves the eligibility override.

8. If the request is approved, the record will display in the "View Student" menu option as a normal completion record with the "Eligibility Request submitted" status removed. However, if the request is denied, the record will not display in the "View Student" menu option, but instead will display in the "Denied Change Requests" menu option (See "Denied Change Requests" for more information).

View Student - Search
Home>Student Data>View Student

1. Use this screen to initiate a search for an existing registration or completion record created under the user's school id (Records will only be displayed that were created by the same school as the user). *You must enter the Last Name or Driver's License Number and one other field to initiate a search.*
    A. **Last Name**: If using, must include at least 1 character (no numbers).
    B. **First Name**: If using, must include at least 1 character (no numbers).
    C. **Birth Date**: Is using, enter the driver's date of birth using the displayed format: MM-DD-YYYY. Ex: 11-01-1980.
    D. **Driver's License Number**: If using, must be alphanumeric (characters and numbers). No special characters allowed.
    E. **State**: This field automatically defaults to "Arizona." Use the drop down menu to select another state or location.
2. Enter your search criteria and select <Submit>.

Defensive Driving Tracking System

View Student – Search Results
(Home>Student Data>View Student)

1. When viewing a student record, either as a detailed record or in a results list, you will be able to quickly identify the status of the record by the "Status" symbol displayed next to the record. Click your cursor on the symbol next to the record, and the status will display. (See appendix for a list of status reasons).

The symbol and associated status description will display on the "View Student – Detail" screen.

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View Student- Detail
Home>Student Data>View Student

From the "View Student – Detail" screen, you can do the following:

- **Modify or update student data information** in existing Registration or Completion records that were originally created by the school id associated with the user's sign-on. Users will not be able to view or modify other schools' records using the "View Student" option.

- **Submit reinstate eligibility requests** (with or without refunds).

- **Convert existing Registration records to Completion records.**

View Student- Detail continued

Modify or update student data information. Any changes to data will be validated in the same manner outlined in the "Add New Registration" and "Add New Completion" sections. See also the "Appendix" section for field validation rules. Select <Submit> to save your changes. The "Search", "Return to List", "Previous" and/or "Next" Menu options will be grayed out if not applicable.

View Student – Detail continued

□ Additional Information

Student Status:	C	See appendix for definitions.
Violation Type:	CV	
Juvenile Fee Waived:	False	
* **Court Response:**	P	
* **Court Response Date:**	06-07-2011	
* **Court Payment Check Num:**	745	* Will display only on Completion Records and if the information is available.
* **Court Payment Date:**	06-07-2011	
* **State Fee Check Num:**	7505	
* **State Fee Remittance Date:**	06-07-2011	
State Fee Refund Date:		
Diversion Fee:	90.00	
Last Modified By:	CStonebur	
Last Modified Date:	06-07-2011	

Submit

View Student Detail - continued

When a user attempts to retrieve a registration record that was incomplete (See "Add New Registration" for more information) or when the batch school is searching for a record that has un-resolved batch errors, the student record information will display when searching for the record using the "View Student" menu option. However, the record must be updated using the "Error Correction" menu option. For your convenience, a link to the specific record in the "Error Correction" menu section is provided.

View Student – Detail continued

Reinstate Eligibility.

1. To reinstate eligibility for a student/driver, check the "Reinstate Eligibility" box on any "C" Completion Record retrieved using the "View Student" option. You will be able to reinstate eligibility on any Completion record without AOC approval if no "State Fee" or "Diversion Fee" has been paid.

A. If AOC approval is required, you will see the box below if the State Fee and/or Court Diversion Fee payment was recorded on the record. Enter the reason for reinstatement (mandatory), indicate whether a refund of the "State Fee" is requested, and select <Send Request>.

View Student – Detail continued

Below is the confirmation screen you will see after your request to reinstate eligibility has been submitted.

If the request was approved, you will see this screen when retrieving the record through the "View Student" menu option. (See "Denied Change Requests" menu option for information regarding denied eligibility requests).

View Student – Detail continued

B. If AOC approval is not required (the State Fee and/or Court Diversion Fee payment has not been noted on the record), you will see the box below. Select <Reinstate>.

Once your request has been submitted, you will see the confirmation screen below.

Important: Once the eligibility has been reinstated, the record cannot be modified or re-entered.

View Student – Detail continued

Convert an existing Registration record to a Completion Record.

1. Retrieve an existing Registration record through the "View Student" menu option. To convert the record to a "Completion" record, the following mandatory fields must be completed:
   A. School Receipt Date (if not already supplied)
   B. Completion Date
   C. Completion Type (See appendix for definitions)
   D. Class Result (will default to "Pass") *If "Fail" is selected, the "Completion Date" and "Completion Type" do not need to be entered, and will be removed if added before the transaction is saved.
   E. Select <Submit>

View Student – Detail continued

Once the record has successfully saved, you will see the below screen.

Error Correction
Home>Student Data>Error Correction

When a batch school or interactive school user attempts to enter a Registration or Completion record that has validation and/or eligibility errors, the record will be prevented from saving into the application. However, the school will have the ability to retrieve the record, correct the errors, and successfully save the record into the application. Records in the Error Correction menu option are the result of:

1) Saving Registration records with "errors": To allow the schools to save incomplete Registration records, the record will be available through the "Error Correction" menu option to update and submit when necessary.
2) Batch error records: When a record fails validation or eligibility rules during a batch transmission, the record will be stored here. The batch school can retrieve the error record and correct the student record using the "DDTS" without having to correct the original record and retransmitting it to the DDTS. If the batch school does correct the original record in their own system, they must use the "Error Correction" option to locate the record and delete it from the list before retransmitting the corrected record.*

*Batch school user instructions are not covered in this section.

If your school has no Error Records, the below screen will display after clicking on "Error Correction" in the "Student Data" menu list:

Error Correction continued

If your school has more than one error record, they will display as a list (see below). Otherwise, you will be directed to the "Error Correction – Detail" screen to view the one error record (See the "Error Correction – Detail" section for further instructions).

1. The total count of error records will display.
2. Click the "Search" link to search for an individual record (See the "Error Correction-Search" section for further instructions.
3. See the "Navigation Tips" section for further information on sorting and navigating through results.

Error Correction - Search
Home>Student Data>Error Correction

1. To Search for a specific error record, navigate to the Error Correction sub-menu selection (Home>Student Data>Error Correction) and click on the "Search" link on the top right of your screen

Error Correction – Search continued

2. *You must enter the Last Name or Driver's License Number and one other field to initiate a search.*
   A. ***Last Name***: If using, must include at least 1 character (no numbers).
   B. ***First Name***: If using, must include at least 1 character (no numbers).

C. ***Birth Date***: Is using, enter the driver's date of birth using the displayed format: MM-DD-YYYY. Ex: 11-01-1980.
D. ***Driver's License Number***: If using, must be alphanumeric (characters and numbers). No special characters allowed.
E. ***State***: This field automatically defaults to "Arizona." Use the drop down menu to select another state or location.

3. Enter your search criteria and select <Submit>.

Error Correction – Detail

1. After retrieving your record through the "Error Correction" menu option, a detailed record screen will display.
    A. *Validation Errors*: These errors will display in **red**. The fields must be corrected before the record can be created and saved. Make any necessary corrections and select <submit>.
    B. *Warnings:* These are for information only and will display in **blue**. The record will be created and saved if no further action is done for the associated data field.

2. Click <Submit> after making corrections where mandatory (Validation Errors) to validate and save your record <u>or</u>
3. Click <Delete> to delete the record from the school's error record list.
   - There may be more than one error record for an individual student record. Therefore, please ensure all error records are deleted once the original student record is successfully saved in the DDTS.

See following page for example

Error Correction – Detail continued

Denied Change Requests

Home>Student Data>Denied Change Requests

1. This menu option will allow school users to view their eligibility override and reinstatement requests that were denied by the AOC. (If the request was approved by the AOC, the record will be displayed in the "View Student" menu option with no change request status.)
2. If the school has no denied change requests within the last 30 days, the below screen will display:

Denied Change Requests continued

3. If there are eligibility override or reinstatement requests which have been denied within the last 30 days, the results will display as below (if there was only one result, the record will display in the "Denied Change Requests – Detail" screen.)

Denied Change Requests – Search
Home>Student Data>Denied Change Requests

1. Use this screen to locate a specific denied change request.
    A. *Last Name*: If using, must include at least 1 character (no numbers).
    B. *First Name*: If using, must include at least 1 character (no numbers).
    C. *Birth Date*: Is using, enter the driver's date of birth using the displayed format: MM-DD-YYYY. Ex: 11-01-1980.
    D. *Driver's License Number*: If using, must be alphanumeric (characters and numbers). No special characters allowed.
    E. *State*: This field automatically defaults to "Arizona." Use the drop down menu to select another state or location.
    F. *Reviewed Date Range*: Enter the Begin and End date of the search range in the MMDDYYYY format (or use the calendar option to select the date).
2. Enter your search criteria and select <Submit>.

Defensive Driving Tracking System

Denied Change Requests – Detail
Home>Student Data>Denied Change Requests

1. This screen displays the student record details along with the following:
   A. Change Request Type (See appendix for Student Status codes).
   B. Change Request Reason.
   C. Identity of school user that submitted the request.
   D. Date the request was submitted by the school.
   E. Identifies the AOC user that denied the request.
   F. Date the request was reviewed by the AOC.
   G. Change approved flag: "N" for No. *If the request was approved, the record would not be in the "Denied Change Requests" menu section and can be retrieved through the "View Student" menu section.

Court Reject Records

Home>Student Data>Court Reject Records

1. All student registration and completion records will be transmitted electronically to the associated court database (currently each night, except for Sunday). If after the court reviews the record and determines errors are present that require correction by the school, the record will be "rejected" and transmitted back to the "DDTS" the day the court processes the record.
2. Any un-worked court reject records' count will display on the Home Page (see the "Home Page" section for further information.)
3. To view current/un-worked court reject records or search for any previously worked court reject records, navigate to the "Court Reject Records" sub-menu option (Home>Student Data>Court Reject Records)
    A. Click on the "Record ID" link to view the specific court reject record detail.
    B. Click on the "Search" link to search for any un-worked or previously worked court reject record.
    C. Click on "Run Report" to print out the list of un-worked court reject records (See "Reports" for more information.)

Court Reject Records – Search
Home>Student Data>Court Reject Records

1. To search for any court reject record (un-worked or previously worked), use the "Search" option to locate the record(s). <u>You must input at least the Last Name and/or Driver's License Number plus one other field.</u>
   A. **Last Name**: If using, must include at least 1 character (no numbers).
   B. **First Name**: If using, must include at least 1 character (no numbers).
   C. **Birth Date**: Is using, enter the driver's date of birth using the displayed format: MM-DD-YYYY. Ex: 11-01-1980.
   D. **Driver's License Number**: If using, must be alphanumeric (characters and numbers). No special characters allowed.
   E. **State**: This field automatically defaults to "Arizona." Use the drop down menu to select another state or location.
2. Click <Submit> to view your results (list or detailed record – see Navigation Tips for more information)

Court Reject Records – Detail
Home>Student Data>Court Reject Records

1. The "Court Reject Records – Detail" screen displays the record details, along with:
   A. *Reject Reason*
      ❖ The court case management automatic reject reason will display here along with any manual notes included by the court.
   B. *"Acknowledge" button, with "No Action Required" check box*
      ❖ The court reject record must be "Acknowledged" in order to document the school has reviewed the court reject record. Select <Acknowledge> once the review is complete. This will remove the record from the un-worked court reject record list. The court reject record will be available through the "Search" option if needed.
      ❖ Check the "No Action Required" box if no action was required on the student record to correct the record.
   C. "View existing student record" link
      ❖ Click here to go directly to the student record (Home>Student Data>View Student. See following page for more information)
      ❖ The corrections to the student record are done in the "View Student" option. Once the record has been updated and "submitted", the new record will be transmitted to the court.

Court Reject Records – Detail continued

After clicking "View existing student record" link in the above example, you will see the screen
   below.

Court Reject Records – Detail continued

2. After the <Acknowledge> button is selected, the below confirmation screen will display, and the court reject record will no longer appear in the list. However, it can always be found by searching for all court reject records (see "Court Reject Records – Search" for more information.)

Batch Upload Student Data
Home>Student Data>Batch Upload Student Data

1. Use this menu option if your school is an AOC approved batch school and student record information is ready to be uploaded to the Defensive Driving Tracking System.
   A. After navigating to the "Batch Upload Student Data" screen, click <Browse> to locate the file containing student data to be uploaded.

Batch upload student data continued

B. As soon as your file has been located and selected, click <Upload> to begin the upload process.

C. If your file was successfully uploaded, you will see the screen below with the total records uploaded displayed, including the Total and Successful record count.

Batch upload student data continued

D. However, if any of the records in the batch failed data or eligibility validation, the following screen will display:
   ➢ The screen will display the total records uploaded, with a count of "Successful" and "Error Records" included in the total count.
   ➢ The screen will also display a link to view the error records. Click on this link to immediately view the "Error Correction" menu section (See "Error Correction" section in this manual for more information)

Add New Court Payment
Home>Payments>Add Court Payment

1. This option is used to associate student records with diversion fee payments made to the court. *To facilitate this process by reconciling your school completion records with the Defensive Driving Tracking System before starting, see the "Court Un-paid Diversion Fee Payment" report section.*
2. Once the transaction is completed, the court payment check number, date and amount (for each individual record) will be electronically transmitted to the associated court.
3. *Step 1 – Enter Payment Information*
   A. *Court:* Select the court location from the drop down menu. This is a mandatory field.
   B. *Payment Date:* Enter the date using the MM-DD-YYYY format or select the calendar option to enter the date. The payment date cannot be in the future and must be entered.
   C. *Check Number:* Must enter a valid check number.
   D. *Payment Sequence Number:* This is an optional field and should be used if making more than 1 deposit per day to the court.
   E. **Date Range From and Date Range To:** Must use to select eligible records of students who successfully completed the course. Date range cannot exceed 31 days.
4. Select <Next> to continue or <Cancel> to clear the input fields.*Note: Only completion records that have had the selected court location and completion date within the selected date range, a class result of "Pass", and no previous court payment check number will be eligible for this payment.*

Add New Court Payment continued

5. If there were no matching student records, you will see the below screen:

Add New Court Payment continued

6. **_Step 2: Select students whose fees are included in this payment_**.

   If there are eligible student records, you will see the below screen with the total record count displayed. Select the students whose diversion fee will be included in this payment, and select <Next>.

Defensive Driving Tracking System

Add New Court Payment continued

7. ***Step 3: Review and Submit.***
   A. The "Calculated Payment Amount" is the result of multiplying the selected record count by the "Diversion Fee Amount." In the example below, 1 (record) x $162.00 (Diversion Fee Amount) = "Calculated Payment Amount" of $162.00. The Diversion Fee amount will be based upon the violation date and program type for each student record.
   B. Select <Submit> to confirm the transaction.

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Add New Court Payment continued

8. After selecting <Submit> in Step 3, the below confirmation page will display. Your options are:
   A. View the payment details for the payment record just created (See "View Existing Payments" for more information).
   B. Add another court payment
   C. Take no further action – you're done!

Court Un-Paid Diversion Fee Payment Report
Home>Reports>Court Un-Paid Diversion Fee Payment Report

1. Use this option if you wish to reconcile your school records with the Defensive Driving Tracking System's eligible un-paid diversion fee student records.
2. The report will display Completion records with the selected court location and completion date within the selected date range, a class result of "Pass", and no previous court payment check number associated with the student record.
3. Navigate to the "Reports" menu selection and click on "Court Un-Paid Diversion Fee Payment Report."

Court Un-Paid Diversion Fee Payment Report continued

4. Enter the "Start Date" and "End Date" of the desired report date range and the "Court Code" drop down list will display.
5. Select a court code to display eligible payment records for a specific court, or "Select All" to display all courts with eligible payment records.
6. Select "View Report" to run the report.

Court Un-Paid Diversion Fee Payment Report continued

7. The results shown will match the results displayed in the "Add New Court Payment" workflow when using the same selection criteria. Click the "Print" icon to print your report.
8. For more information on the reporting function, please see "Reports" section.

Please enter values in the fields below and click 'View Report'

Start Date 4/1/2011   End Date 4/30/2011

Court Code\s   0750 - PEORIA MUNICIPAL

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Arizona Defensive Driving System

Court Un-Paid Diversion Fee Payment Report

029 - ARIZONA CRASH COURSE

Date Range: 4/1/2011 Through 4/30/2011

Court	Name	Birth Date	Driver's License Number	Violation Date	Citation Number	Completion Date	Program Type	Juvenile Fee Waived	Diversion Fee
PEORIA MUNICIPAL [0750]				02/27/2011		04/16/2011	ST	N	$162.00
				03/07/2011		04/23/2011	ST	N	$162.00
				12/28/2010		04/02/2011	ST	N	$162.00
	Information removed for security.			02/24/2011	Information removed for security.	04/23/2011	ST	N	$162.00
				01/10/2011		04/23/2011	ST	N	$162.00
				12/07/2010		04/25/2011	ST	N	$162.00
				03/20/2011		04/23/2011	ST	N	$162.00
				04/15/2011		04/20/2011	ST	N	$162.00
				02/15/2011		04/16/2011	ST	N	$162.00
							Total For Court 0750:		$1,458.00

Add New Court Payment – Duplicate Check Number
Home>Payments>Add New Court Payment

1. The Defensive Driving Tracking System ("DDTS") will allow a duplicate Court Payment check number to be used only if the payment sequence number and/or payment date is different on the new and existing payment records.
2. If the entered check number matches an existing Court Payment check number with the same sequence number/and or payment date, the "DDTS" will only allow new student records to be added to the existing payment record. No new payment record can be created. Chose one of the options below:
   A. Click on the "View existing payment" link to modify the existing payment record. See "View Existing Payments – Add Students (Court Payment)" for more information.
   B. Cancel the workflow by selecting the <Cancel> button.

Add New Court Payment – Duplicate Check Number continued

3. If the entered check number matches an existing Court Payment check number with a different sequence number and/or payment date, the "DDTS" will allow the user to create a new payment record with a duplicate check number. Therefore, chose one of the options below:
    A. Continue by selecting <Next>. Once your transaction is completed, records will exist with duplicate check numbers, but with different payment dates and/or sequence numbers.
    B. Click on the <View Existing Payment> record link. You will be given the option of adding student records to the existing court payment record. See "View Existing Payments – Add Students (Court Payment) for more information.

Add New State Payment

Home>Payments>Add New State Payment

1. This screen is used to associate student records with State Fee payments made to the Administrative Office of the Courts ("AOC").
2. Once the transaction is completed, the State Fee check number and check date will be stored in the student record. The State Fee payment information is never electronically transmitted to the Court or AOC.
3. *Step 1 – Enter Payment Information*
   A. *Payment Date:* Enter the date using the MM-DD-YYYY format or select the calendar option to enter the date. The payment date cannot be in the future and must be entered.
   B. *Check Number*: Must enter a valid check number
   C. *Reporting Period:* Payments are assigned to one of the two bi-monthly reporting periods: ("A" = 1-15, or "B" = 16 – 31).
4. Select <Next> to continue or <Cancel> to clear the input fields.

Note: Only Registration or Completion ("Pass or "Fail") records with a matching "School Receipt Date" within the selected reporting period, and no previous State Fee check number, will be eligible for this payment. Student Records with State Fee payments collected by another school will not be eligible.

Add New State Payment continued

5. If there were no matching student records, you will see the screen below:

Add New State Fee payment continued

6. ***Step 2: Select students whose fees are included in this payment.***

If there are eligible student records, you will see the screen below with the total record count displayed. Select the students whose state fee will be included in this payment, and select <Next>.

Add New State Payment continued

7. ***Step 3: Review and Submit.***
   A. The "Calculated Payment Amount" is the result of multiplying the selected record count by the State Fee Amount (due to legislative mandates, the "DDTS" has been programmed to accommodate different State Fee amounts). In the example below, 1 (record) x $65.00 + 1 (record) x $75.00 = $140.00. The State fee amount will be based upon the current State Fee amount on the date of violation.
   B. Select <Submit> to confirm the transaction.

Add New State Payment continued

8. After selecting <Submit> in Step 3, the confirmation page below will display. Your options are:
    A. View the payment details for the payment record just created (See "View Existing Payments" for more information).
    B. Add another State Fee Payment
    C. Take no further action – you're done!

Add New State Fee Payment – Duplicate Check Number
Home>Payments>Add New State fee Payment

1. The Defensive Driving Tracking System ("DDTS") will allow duplicate State Fee check numbers to be used. If the application recognizes a previously used check number, a warning will display. Your options are:
   A. Change the check number to one that has not be used before.
   B. Continue by selecting <Next>. Once the transaction is completed, state fee payment records will existing with duplicate check numbers and may have different payment dates.
   C. Click on the "View Existing Payment" record link. See "View Existing Payments – Add Student Records (State Fee Payment)" for more information.

View Existing Payments
Home>Payments>View Existing Payments

1. In the "View Existing Payments" menu option, you will be able to do the following:
   A. View existing Court and State Fee payments
   B. Add additional students to existing Court and State Fee payments
   C. Generate remittance Reports.
2. To begin, retrieve an existing payment record.
   A. Select either "Court Payments" or "State Fee Payments" ("Court Payments" will be the default value.)

B. If "Court Payments" is selected, complete the following for the existing court payment (must choose at least 1 search field)

   i. **Court:** Select the court location from the drop down menu.
   ii. **Payment Date:** Enter the payment date of the court payment using the MM-DD-YYYY format or select the calendar option to enter the date.
   iii. **Check Number:** Enter the check number of the existing payment.
   iv. **Completion Date Range:** Use the date range used to create the existing court payment record.
   v. **Driver's License Number:** Use this to search for an existing Court Payment record by one of the student record's Driver's License number included in the payment.

3. Select <Submit> to continue or <Reset> to clear the input fields.

View Existing Payments continued

4. If "State Fee Payments" is selected, complete the following for the existing state fee payment (must choose at least 1 search field)

   i. **Payment Date:** Enter the payment date of the state fee payment using the MM-DD-YYYY format or select the calendar option to enter the date.
   ii. **Check Number:** Enter the check number of the existing payment.
   iii. **Driver's License Number:** Use this to search for an existing State Fee Payment record by one of the student record's Driver's License number included in the payment.

Defensive Driving Tracking System

5. Select <Submit> to continue or <Reset> to clear the input fields

View Existing Payments continued

6. If the search yields more than one result, the screen below will display with each result listed. Click on the "Check Number" id link to view the payment record detail screen (see "View Existing Payments – Detail" section for more information).

View Existing Payments – Detail
Home>Payments>View Existing Payments

1. Once the existing payment record is retrieved, you can perform the following:

A. View and print the remittance report for the existing payment. This report will display the payment details included in the payment (School ID, Date report run, check number, remittance date, and student record details for each student record included in the payment.) Click on the link "Run Report" to view and/or print. (See "Reports" for more information).

View Existing Payments – Add Students (State Fee Payment)
Home>Payments>View Existing Payments

Defensive Driving Tracking System

1. Another option in the "View Existing Payments – Detail" screen, is to add additional qualifying students to the existing payment record. In the example below, additional student records can be added to an existing State Fee payment record.

View Existing Payments – Add Students (State Fee Payment) continued

2. If there are no more qualifying/eligible student records found, the screen below will display.

View Existing Payments – Add Students (State Fee Payment) continued

3. If there are eligible students, the below screen will display. Select the student record to be added and select <Next>

4. This screen displays the current payment details with the new record(s) to be added. After review, click <Submit> to complete the transaction.

   Note: **The "New Payment Amount" is calculated by adding the new record amount(s) to the "Old Payment Amount." In the example below, $65.00 is the amount of the new student record. When this amount is added to the "Old Payment Amount" of $140.00, the result is the "New Payment Amount" of $205.00. (Please see "Add New Court Payment" and "Add New State Fee Payment" for more information on calculation of total payment amounts).**

View Existing Payments – Add Students (State Fee Payment) continued

5. Once <Submit> is selected in the step above, the below confirmation screen will display with the updated "Calculated Payment Amount" and student detail record(s) added. The payment was successfully saved.

Defensive Driving Tracking System

View Existing Payments – Add Students (Court Payment)
Home>Payments>View Existing Payments

1. To add additional records to an existing Court payment, retrieve an existing Court Payment (see "View Existing Payments" paragraph 2 above.) Then, click on <Add Students>.

View Existing Payments – Add Students (Court Payment) continued

2. If there are no more qualifying/eligible student records found, the below screen will display:

View Existing Payments – Add Students (Court Payment) continued

3. If there are eligible records, the screen below will display. Select the student record to be added and select <Next>

View Existing Payments – Add Students (Court Payment) continued

4. This screen displays the current payment details with the new record(s) to be added. After review, click <Submit> to complete the transaction.

   Note: **The "New Payment Amount" is calculated by adding the new record amount(s) to the "Old Payment Amount." In the example below, $162.00 is the amount of the new student record. When this amount is added to the "Old Payment Amount" of $162.00, the result is the "New Payment Amount" of $324.00. (Please see "Add New Court Payment" and "Add New State Fee Payment" for more information on calculation of total payment amounts.)**

View Existing Payments – Add Students (Court Payment) continued

5. Once <Submit> is selected in the step above, the confirmation screen shown below will display with the updated "Calculated Payment Amount" and student detail record(s) added. The payment has been successfully saved.

School Base Information
Home>School Information>School Base Info

1. This menu option will display your individual school's main contact information.
2. Updates cannot be done in this web-based Defensive Driving Tracking System ("DDTS"). Until further notice, updates will continue to be maintained in the AS400.
3. Click the below links to display:
   A. Upcoming Classes (See "Scheduled Classes" for more information)
   B. Instructors (See "Instructors" for more information)
   C. Class Locations (See "Class Locations" for more information)

Class Locations

Home>School Information>Class Locations

1. The "Class Locations" menu option allows the school user to view, edit and delete class locations for their individual school.
2. After navigating to this menu option, the application will list the current class locations.
3. Click "Search" to locate a specific class location.

Class Locations – Search
Home>School Information>Class Locations

1. To locate a specific class location for your individual school, enter information in the "Class Locations – Search" screen and select <Submit>. **You must enter at least one field to begin the search.**
   A. *Location ID:* Select from the drop-down menu
   B. *Location Name:* Enter a valid location name
   C. *City:* Select a value from the drop-down menu

Class Locations – Search Results

Home>School Information>Class Locations

1. If your search resulted in no results, you will see the screen below.

Class Locations – Search Results continued

2. If more than one result was found, the list below will display (otherwise, you will view the one result in the "Class Locations – Detail" screen.)

Class Locations – Detail

Home>School Information>Class Locations

1. From this screen, you can view, edit or delete a class location for your individual school.
    A. **Location Name:** Enter a valid location name.
    B. **Street 1:** Typically used for the main street address
    C. **Street 2:** Typically used for the suite or apartment number.
    D. **City:** Enter a valid city
    E. **State:** Chose from the drop-down menu
    F. **Zip:** Enter a valid zip code
    G. **County:** Use the drop down menu to select the county location.
2. Click <Delete> to permanently delete the class location. You will be asked to confirm.
3. Click <Submit> to submit the changes. *__Important note: The "DDTS" will not validate spelling and/or information. Please review for accuracy before selecting <Submit>__*

Add New Class Location
Home>School Information>Add New Class Location

1. Use this menu option to add a class location for your individual school.
   A. Location Name: Enter a valid location name. i.e. "Marriott Hotel"
   B. **Street 1:** Typically used for the main street address
   C. **Street 2:** Typically used for the suite or apartment number.
   D. **City:** Enter a valid city
   E. **State:** Chose from the drop-down menu
   F. **Zip:** Enter a valid zip code
   G. **County:** Use the drop down menu to select the county location.

2. Select <Submit> to create a new class location (an "ID" will be systemically assigned when the location is successfully saved.) *__Important note: The "DDTS" will not validate spelling and/or information. Please review for accuracy before selecting <Submit>__*

Add New Class location continued

3.   After selecting <Submit>, you will see the below confirmation screen.

Scheduled Classes

Home>School Information>Scheduled Classes

Defensive Driving Tracking System

1. Use this menu option to view scheduled classes for your individual school. If more than 1 class is found, the below list will display. Otherwise, you will be directed to the "Scheduled Classes – Detail" screen to view the one result.

Defensive Driving Tracking System

Scheduled Classes – Detail
Home>School Information>Scheduled Classes

1. Use this screen to view, edit or delete a scheduled class for your individual school.
   A. **Class Date 1:** Enter a valid date (cannot be more than 1 month in the past.)
   B. **Class Date 2:** Enter a valid date (cannot before "Class Date 1.")
   C. **Start:** Enter a valid start time using the drop down menus.
   D. **End:** Enter a valid end time using the drop down menus. The time entered must occur after the "Start Time."
   E. **Class in Spanish?:** Check this box if the class is available in Spanish.
   F. **Instructor:** Select the instructor from the drop-down menu (as soon as the instructor is selected, a link will display to the "Instructor – Detail" screen.
   G. **Location:** Chose the location from the drop down menu. Once the location is selected, the address will display along with a link to the "Class Location – Detail" screen.
2. Select <Delete> to delete the class location. You will be asked to confirm.
3. Select <Submit> to submit changes.

Scheduled Classes – Detail continued.

4. Once the <Select> button is clicked, the below confirmation screen will display.

Add New Scheduled Classes
Home>School Information>Add New Scheduled Classes

1. Use this menu option to add a scheduled class for your individual school.
   A. *Class Date 1: Class Date 1:* Enter a valid date (cannot be more than 1 month in the past.)
   B. *Class Date 2:* Enter a valid date (cannot before "Class Date 1.")
   C. *Start:* Enter a valid start time using the drop down menus.
   D. *End:* Enter a valid end time using the drop down menus. The time must be after the "Start Time."
   E. *Class in Spanish?:* Check this box if the class is available in Spanish.
   F. *Instructor:* Select the instructor from the drop-down menu (as soon as the instructor is selected, a link will display to the "Instructor – Detail" screen.
   G. *Location:* Chose the location from the drop down menu. Once the location is selected, the address will display along with a link to the "Class Location – Detail" screen.
2. Click <Submit> to confirm your transaction.

Add New Scheduled Classes continued

3. After clicking <Submit>, the confirmation below screen will display.

Defensive Driving Tracking System

Batch Upload Schedules
Home>School Information>Batch Upload Schedules

1. Use this menu option if your school is an AOC approved batch school and class schedule information is ready to be uploaded to the Defensive Driving Tracking System.
   A. After navigating to the "Batch Upload Student Data" screen, click <Browse> to locate the file containing class schedules to be uploaded.

Batch upload schedules continued

B. As soon as your file has been located and selected, click <Upload> to begin the upload process.

C. If your file was successfully uploaded, you will see the screen below with the total records uploaded displayed, including the Total and Successful record count.

Batch upload schedules continued

D. However, if any of the records in the batch failed data validation, the following screen will display:
  ➢ The screen will display the total records uploaded, with a count of "Successful" and "Error Records" included in the total count.
  ➢ The school should fix the error record(s) and resend with the next file upload.

Instructors
Home>Instructor Data

1. Use this menu option to view the list of certified instructors.

Instructor Data – Search
Home>Instructor Data

1. Use this screen to search for a specific driving instructor.

A. **Last Name:** If using, must include at least 1 character (no numbers).
B. **First Name:** If using, must include at least 1 character (no numbers).
C. **Driver's License Number**: If using, must be alphanumeric (characters and numbers). No special characters allowed.

2. Select <Submit>

If no search criteria are supplied, all instructors assigned to this school will display.

Instructor Data – Detail
Home>Instructor Data

1. Use this menu option to view a specific instructor record.
2. Updates to the Instructor Data cannot be made through this application.

Courts
Home>Court Information

1. Use this menu option to search for and view specific court contact information.
2. To search for a specific court, enter the following:
   A. **Court:** Select from the drop-down menu
   B. **Court Name:** Enter the complete or partial name of the court.
3. Select <Submit>

Court Information – Detail
Home>Court Information

1. This screen will display the specific court contact information, along with any available comments.
2. Updates cannot be made through this application.

Reports
Home>View Reports

1. This menu option will display the current reports available to the Defensive Driving Schools.
   A. Click on any report link to go to the specific report criteria request screen.

Arizona

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Reports continued

2. As an example, below is the request input screen for the "State Fee Remittance Report".
    A. The user's school id will display here and cannot be changed.
    B. Enter the report criteria. All fields are mandatory.
    C. Click on <View Report> to run the report
    D. Click on "Close this window" to exit the screen without generating the report.

Reports continued

3. Below is a sample report. You now have several options:
   A. If there is more than one page, use these buttons to navigate forward or backward through the report.
   B. Change the zoom level.
   C. Search for a specific record. Enter a value and select "Find" and "Next" if necessary.
   D. Select a format to export your report results to another format. Next, select <Export>. For more instructions, see the "Export Report Results" section immediately following.
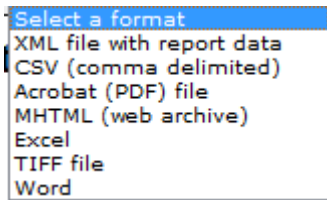
   E. If you changed the reporting selection criteria, click here to "refresh" the report's results.
   F. Print out the report displaying "as is".

4. **Export report results.** Use this option to export the report's results to another format. Select a new format and click "Export".
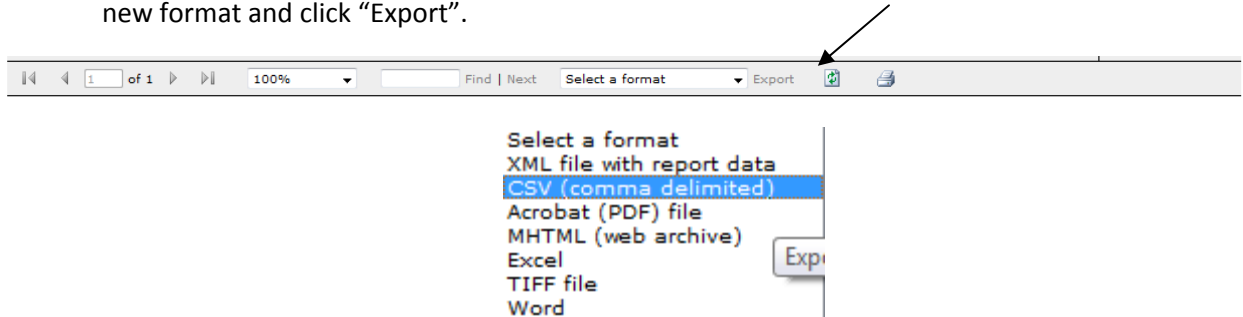
5. Click "Open" to immediately view your report or "Save" to save the report to your personal drive. If you no longer wish to export the report's results, click "Cancel."
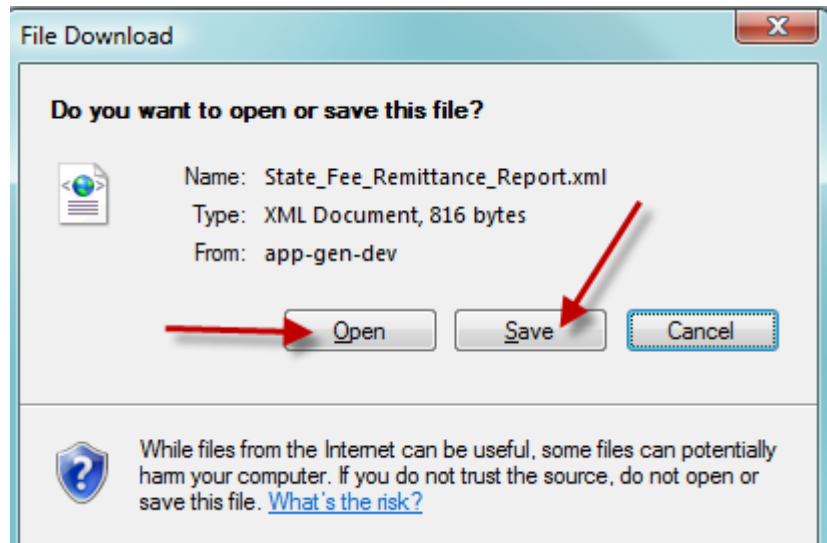
Here's an example of the report exported using the "Excel" option. From your new document, you can format, sort and/or display the data per your specific requirements.

Arizona Defensive Driving System
Court Un-Paid Diversion Fee Payment Report
008 - AZ TRAFFIC SCHOOLS, LLC

Date Range: 5/4/2011 Through 7/22/2011

Court	Name	Birth Date	Driver's License Number	Violation Date	Citation Number	Completion Date	Program Type	Juvenile Fee Waived	Diversion Fee
ROUND VALLEY JP				02/26/2011		05/07/2011	ST	N	$85.00
[0101]				04/04/2011		05/07/2011	ST	N	$85.00
				04/04/2011		05/07/2011	ST	N	$85.00
				04/15/2011		05/07/2011	ST	N	$85.00
	Information removed for security				Information removed for security			Total For Court 0101:	$340.00

Appendix

Field Validation Rules

1. **Court location:** Use the drop down menu to select the appropriate court code.
2. **Last Name:** Enter the driver's last name. This field is mandatory and should only include characters (no numbers). No special characters allowed except for "." and "-".
3. **First Name:** Enter the driver's first name. This field is mandatory and should only include characters (no numbers). No special characters allowed except for "." and "-".
4. **Initial:** Enter the driver's middle name or initial. This field may be blank and should only include characters (no numbers). No special characters allowed.
5. **Suffix:** Use the drop down menu to select the appropriate value: "I", "II", "III", "IV", "V", "JR" or "SR". This field may be blank.
6. **Birth Date:** Enter the driver's date of birth. This must be a valid date and cannot be in the future. Warnings will display (and the record will save) if the driver's age is less than 10 years for program types "CO" and "CW." Warnings will display (and the record will save) if the driver's age is less than 14 years or greater than 100 years for all program types except "CO" and "CW." The birth year must be 1900 or later. Use the format hint to enter the date of birth: MM-DD-YYYY. Example: 08-16-1976 for August 16, 1976.
7. **Driver's License Number:** This field is mandatory and may contain numbers and/or characters. No special characters allowed.
8. **Driver's License State:** Use the drop down menu to select the appropriate state code. This field will default to "AZ-ARIZONA."
9. **Program Type:** Use the drop down menu to select the appropriate code: (ST, CO, CW and DW). The value will default to "ST" (standard). See appendix for definitions for each program type.
10. **Citation Number:** Enter the driver's citation number. This field is mandatory and may include numbers and/or characters.
11. **Violation Code:** Enter the driver's violation code using the drop down menu. Select "999" for local ordinance (non-AZ state) violations. The violation type is automatically associated with the selected Violation Code.
12. **Charge Identifier:** Enter the citation sequence number for the diversion eligible charge. The value must be "A", "B", "C", "D", "E" or "1-999."
13. **Process Server Fee:** This field may be blank and should only include numbers. Use only if the court has authorized your school to collect a process server fee from the driver/student.
14. **Violation Date:** Enter the date the violation occurred using the calendar option to select the date (you may enter the date manually using the MM-DD-YYY format.) This field is mandatory, must be a valid date, cannot be in the future, and cannot be after the "Class Date", "Arraignment Date" or "Extension Date."
15. **Arraignment Date:** Enter the driver's original court date displayed on the citation. However, if the student contacted the court directly to extend the arraignment date and the court granted the extension, input the new arraignment date here. _This field must always match the court's arraignment date._ This field is mandatory and cannot be before the "Violation Date" or "Class Date." A warning will display if the date is in the past.
16. **Extension Date:** Enter the new Arraignment Date if the court has authorized your school to grant a onetime extension of the original Arraignment Date. _If the court has previously granted an extension, do not use this field (use the "Arraignment Date" field instead). Only use this field if your school is granting the extension._ This field may be blank and must be a valid date. Do not enter a date before the "Violation Date", "Arraignment Date" or "Class Date

Appendix continued

17. ***School Receipt Date:*** Enter the date the school received the payment from the driver to attend class.   This date must be a valid date and cannot be after the current date and/or "Violation Date". This date must be on or before the "Completion Date." A warning will display if the date is more than 90 days prior to the current date.
18. ***Class Date:*** Enter the date the student will attend the class. This date cannot be more than one year from the current date and cannot be before the "Violation Date." A warning will display if the class date is before the current date.
19. ***Completion Date:*** Enter the date the student successfully completed the course (do not use if the class result is "Fail").   This field is mandatory and must be a valid date. It cannot be in the future and must be after the "Violation Date."
20. ***Completion Type:*** Enter the type of class the student completed from the drop down menu ("ST", "AD" or "OS" – See appendix for definitions for each completion type.)
21. ***Class Result:*** Use to indicate if the driver successfully completed the class. The default value is "Pass." Select "Fail" if the driver did not pass the course and do not enter a date in the "Completion Date" field.

Appendix continued

Student Status Codes

Code	Description
A	Active
E	Pending Eligibility
P	Pending Changes
I	Incomplete
C	Completed
F	Failed
D	Denied Eligibility Override
R	Reinstate Eligibility – Refund
N	Eligibility Reinstated – No Refund

Violation Types

Type	Description
CV	Civil Violation
CM	Criminal Violation

Program Types

Type	Description
CO	Court Ordered
CW	Court Waived
DW	Diversion Waived
ST	Standard

Completion Types

Type	Description
ST	Standard
AD	Alternate Delivery
OS	Out of State

Activity Status Codes (School)

Status Codes	Description
A	Active
I	Inactive
S	Suspended
P	Pending

Appendix continued

Instructor Status Codes

Status Codes	Description
Y	Active
N	Inactive
P	Pending
D	Denied
W	Withdrawl