



Project DELTA

Quick Reference Guide

CLASSIFICATION - JUVENILE

Warden Approval Temporary Leave Agreement

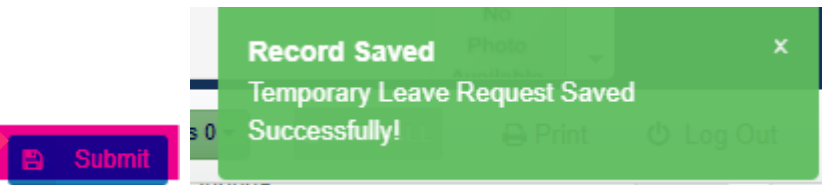
Warden Approval

Once the user has completed the Classification Supervisor Signature section, they will move to the Warden approval section and select **Approve** or **Deny**. If the selection is **Deny**, the user will enter the comments in the **Denial Reason** box. From there, the user will move to the **Warden Signature** field. If a signature pad is not available, the user will click on the black toggle by the **Signature Pad Not Available** field. Next, the user will click on the black toggle by the **Same As User** field and the user's **Name** and **Title** will be inserted into the provided fields. If a signature pad is available, the user will click on **Sign** to activate the signature pad. The offender will sign their name on the signature pad. Once the offender has signed their name on the signature pad, the user will click **Capture** to transfer the signature to the computer.

DELTA QUICK REFERENCE GUIDE
CLASSIFICATION - JUVENILE QUICK REFERENCE GUIDE – WARDEN APPROVAL – TEMPORARY LEAVE AGREEMENT

The screenshot shows a web interface for Warden Approval. At the top, there is a dark blue header with the word "Warden" in white. Below the header, there are two radio buttons: "Approve" (unselected) and "Deny" (selected). To the right of the "Deny" button is a yellow box labeled "Denial Reason" containing the text "test". Below this is a large white text area. Further down, there is a grey box labeled "Warden Signature". To the left of this box is a pink arrow pointing to the "Warden Signature" label. Below the signature box, there are two buttons: "Signature Pad not available" (orange) and "Same as User" (blue). Below these are three input fields: "First Name" (yellow label), "Last Name" (yellow label), and "Title" (pink label). At the bottom of the form, there are three buttons: "Sign" (green), "Clear" (grey), and "Capture" (blue). A green arrow points to the "Sign" button, and a blue arrow points to the "Capture" button. A blue arrow also points to the "Approve" button, and a yellow arrow points to the "Denial Reason" box.

From there, the user will click on **Submit**. The screen will refresh, and the user will see the green confirmation box appear confirming that the document was submitted.



From there, the user will see that the screen has expanded again to include a **Notifications** section. In this section, the user will move to the **Internal or External Staff** section and make their selection. Next, the user will move to the **Job Classification** and **User** sections and make their selections. From there, the user will enter their comments in the **Comments** section. Once that's been completed, the user will click on Add. The screen will refresh, and the user will see the notification now appears in the Notification Emails section. The user will click the black toggle, then click on Send Email to Selected. The screen will refresh, and the user will see the grey information box appear confirming that the email was sent successfully.

DELTA QUICK REFERENCE GUIDE
CLASSIFICATION - JUVENILE QUICK REFERENCE GUIDE – WARDEN APPROVAL – TEMPORARY LEAVE AGREEMENT

Notifications

Internal or External Staff *

Internal

Internal

External

Job Classification *

-- Please Select --

- Please Select --
- Administrative Assistant I, II, III
- Administrative Secretary I, II, III
- Administrative Service Officer
- Arizona Correctional Industries
- Associate Deputy Warden
- Behavioral Health Services
- Building Maintenance
- Building Maintenance Supervisor
- Buyer

User *

-- Please Select --

- Please Select --
- Christina Conyers
- Christina Nielson
- Shonda Hall

Comment *

test

+ Add

Notification Emails

	Internal/External ↓	Job Classification ↕	To ↓	Comment ↓	Last Notified ↓	Last Notified By ↓	
x	Internal	Administrative Assistant I, II, III	shohall@idoc.in.gov	test	12/16/2022 4:27:14 PM	SHOHALL	Remove

Print Send Email to Selected

Info ×

Emails sent successfully!