



# INTERSTATE COMMISSION FOR JUVENILES

*Serving Juveniles While Protecting Communities*

## Best Practice



### Topic: Saving and Naming Documents in JIDS

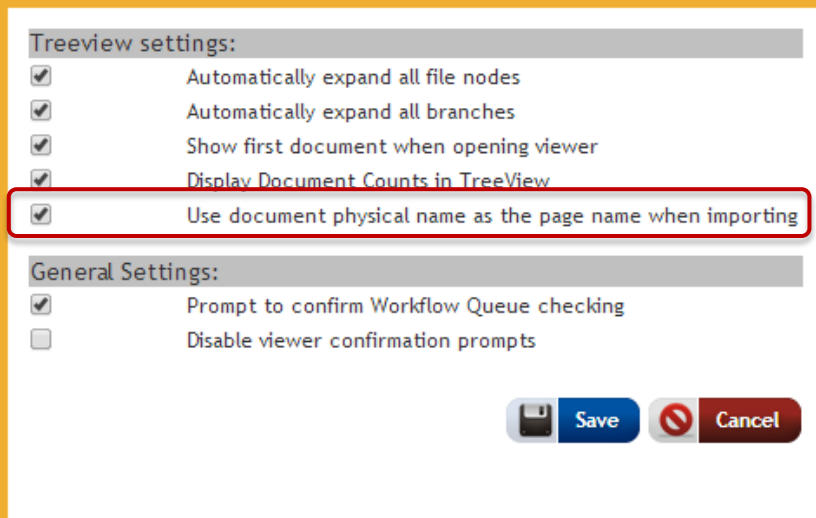
The Juvenile Interstate Data System (JIDS) is a web-based system that facilitates the supervising, transferring, accepting, tracking and returning of juveniles from one state to another. Through JIDS, users can quickly complete ICJ forms, notify Compact Offices of new information and requests, and track cases.

In order for JIDS to work most effectively, users should follow some general guidelines for saving and naming documents to ensure consistency among Compact Offices.

#### Labeling Documents

All documents uploaded to JIDS should be labeled with the document title. This makes documents easy to locate for compact office staff. To do this:

- Save the file on your computer with the document title name  
Example: Form IA/VI
- Access the Web Viewer settings by first selecting the “view document” icon next to the juvenile’s name . When the Web Viewer opens, select the “web viewer options” icon  at the top right of the document displayed
- Change your Web Viewer settings to “Use document physical name as the page name when importing”





Treeview settings:

- Automatically expand all file nodes
- Automatically expand all branches
- Show first document when opening viewer
- Display Document Counts in TreeView
- Use document physical name as the page name when importing

General Settings:

- Prompt to confirm Workflow Queue checking
- Disable viewer confirmation prompts

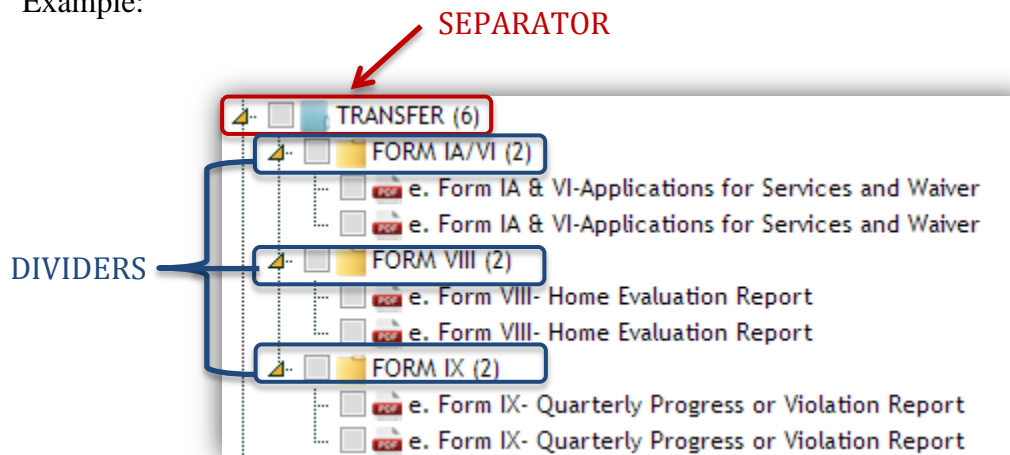
By changing your Web Viewer setting, your uploaded document will automatically be named as you saved it originally.

If you are unable to name documents when you scan them in, you can also change the name while in JIDS. Right click on the document you uploaded (0001, 0002, etc.), and select Rename Document. You can then type a descriptive document name.

### **Filing Documents**

All scanned-in e-forms can be filed individually under the corresponding SEPARATOR and DIVIDER describing the document. Saving files with the document title and changing web viewer settings, as referenced above, simplifies this process.

Example:



### **Filing Emails**

To effectively document e-mail communication related to an ICJ case, emails containing background or supplementary case information should be saved as a PDF with a descriptive title and filed under the corresponding DIVIDER or Other. This will make finding emails with pertinent information easy to locate and use as reference. Active communication between states should take place using the Communication Request form and workflow.

The image shows a web form with the following elements:

- A 'Separator' dropdown menu with 'TRANSFER' selected.
- A 'Divider' dropdown menu with 'Other' selected.
- An 'Upload Documents' section containing a text box with the text 'Email\_JaneDoe\_010714...'.
- A 'Browse' button with a folder icon.
- 'Save' and 'Cancel' buttons at the bottom.

Please see this [Spotlight on JIDS](#) for more information on how to save an email as a PDF and file in JIDS. For more information, please see the [JIDS Helpdesk](#).