

CM/ECF Class (for Attorneys)

Class Management Guide

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Create a New Class

To setup a new class for attorneys to register, first login to the website using the username and password provided to you.

1. From your landing page, click the **Attorney CM/ECF Class** link.

Optionally, you can download the current class list to maintain for your records before creating a new class. See the section [Download the Class List](#).

Change Class Date & Time

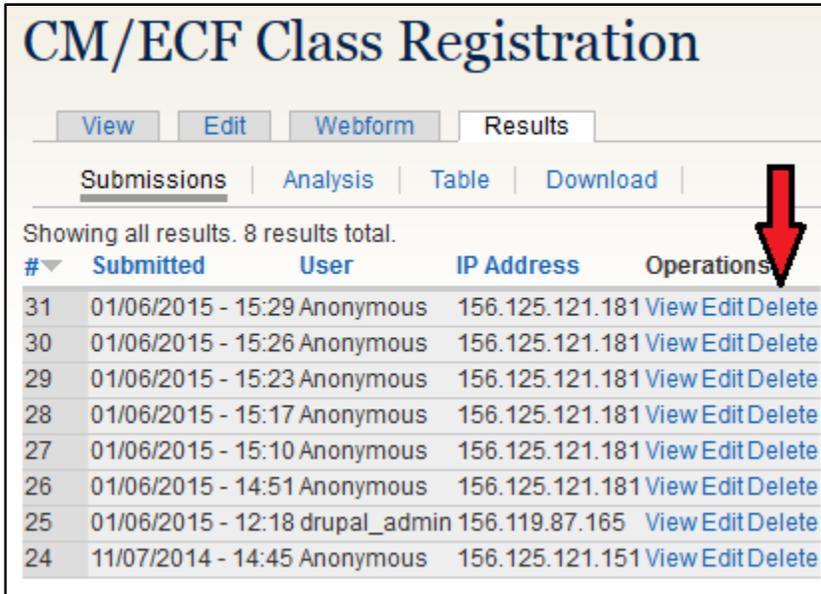
2. To change the class date (and time), click **Webform** from the tabs below the page title.
3. In the “Form Preview” section, under Class Information, hover over the **Class Date:** field and click on the pencil (“Configure”) in the top right corner of the box.

The screenshot displays the 'CM/ECF Class Registration' webform interface. At the top, there are tabs for 'View', 'Edit', 'Webform', and 'Results'. Below these are sub-tabs for 'Form components', 'E-mails', and 'Form settings'. The 'Form preview' section is active, showing 'Class Information' with two fields: 'Class Date:' (11/19/2014) and 'Class Time:' (1:00 PM - 4:00 PM). A red box highlights the 'Configure' pencil icon in the top right corner of the 'Class Date' field. To the right of the form preview is an 'Add a field' panel with options like 'Textfield', 'E-mail', 'Date', and 'Markup'.

4. In the **Default value** textbox, change the value to the new class date.
5. Click the pencil again to close the editable fields.
6. Repeat the steps 3-5 for the **Class Time:** field to modify the time of the course.

Delete Entries

7. Now, empty the class of all previous submissions. Start by clicking the **Results** tab.
8. You will see a small table listing each submission. To view more information about the submission, click **View**. To remove an entry, click **Delete**.



CM/ECF Class Registration

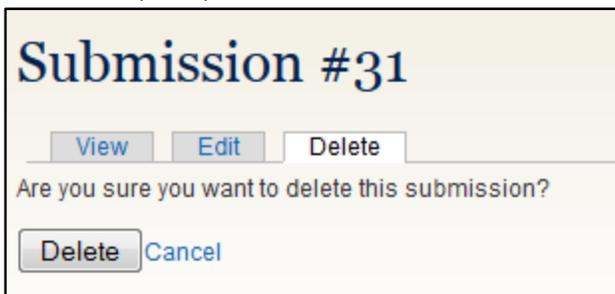
View Edit Webform Results

Submissions Analysis Table Download

Showing all results. 8 results total.

#	Submitted	User	IP Address	Operations
31	01/06/2015 - 15:29	Anonymous	156.125.121.181	View Edit Delete
30	01/06/2015 - 15:26	Anonymous	156.125.121.181	View Edit Delete
29	01/06/2015 - 15:23	Anonymous	156.125.121.181	View Edit Delete
28	01/06/2015 - 15:17	Anonymous	156.125.121.181	View Edit Delete
27	01/06/2015 - 15:10	Anonymous	156.125.121.181	View Edit Delete
26	01/06/2015 - 14:51	Anonymous	156.125.121.181	View Edit Delete
25	01/06/2015 - 12:18	drupal_admin	156.119.87.165	View Edit Delete
24	11/07/2014 - 14:45	Anonymous	156.125.121.151	View Edit Delete

9. You will be prompted to confirm deletion. Click **Delete** to proceed.



Submission #31

View Edit Delete

Are you sure you want to delete this submission?

Delete Cancel

10. Repeat steps 7 through 9 until the table is empty. This allows for 12 new submissions for the next class.

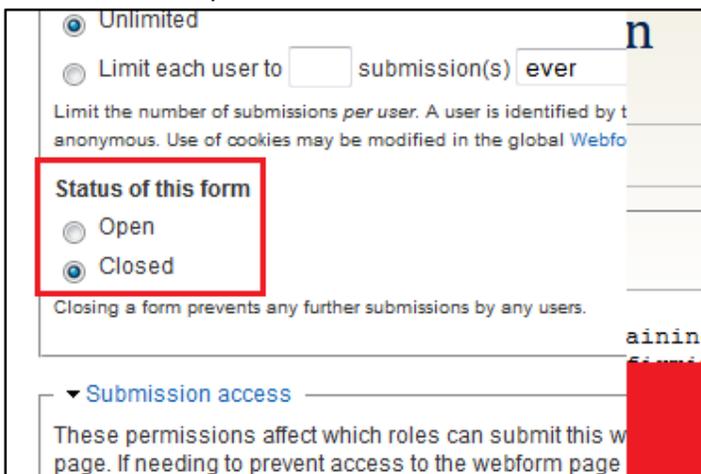
Close the Form (no classes available)

When no class is being offered, it may be necessary to close the form so that no one can attempt to register.

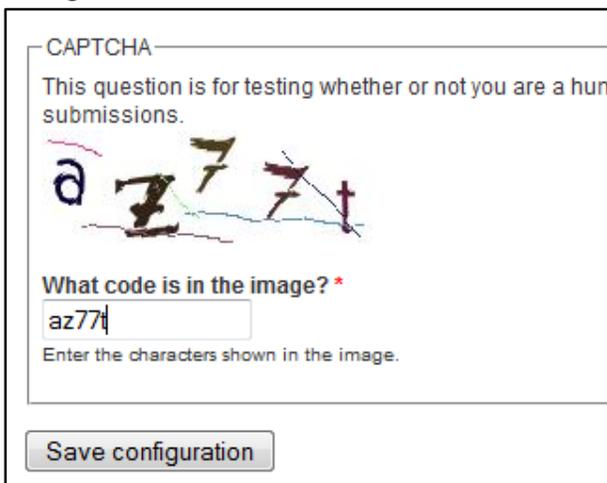
1. Select the **Webform** tab and click **Form Settings**.



2. Scroll down until you see **Status of form**. Select **Closed**.



3. Scroll to the bottom of the page, fill out the CAPTCHA Challenge Image and then click **Save Configuration**.



When users navigate to the webform, they will see a message indicating that the form is closed. This is in addition to the notice that we post on this page about checking back at a later date.



Download the Class List

1. To download the class list to maintain for your records, click the **Results** tab and then **Download**.



2. For the Export Format, select **Microsoft Excel**.
3. Leave the default options for Delimited text format and Select list options.

- Under Included export components check/uncheck the **Submission Information** as indicated below.

▼ Included export components

The selected components will be included in the export.

Include all components

Submission information

- Submission Number
- Submission ID
- Time
- Draft
- IP Address
- User ID
- Username

- Leave the rest of the form information (class information) checked so that it gets included.
- You can leave the defaults for Download range options or modify as desired.
- When ready, click **Download** and save the file.
- When you open the Excel file, you may get an error. Click **Yes**.

