

Defensive Driving Tracking System II

ARIZONA SUPREME COURT – ADMINISTRATIVE OFFICE OF THE COURTS

Defensive Driving Tracking System II

User Manual

Certification and Licensing Division

Compliance Unit

Defensive Driving Tracking System II

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Defensive Driving Tracking System II

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

Sub-menu selections:

1. **Add New Court Payment** (Add a new court payment and select students.)
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.)

Defensive Driving Tracking System II

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

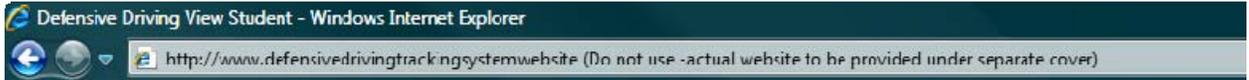
Sub-menu selections:

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

Defensive Driving Tracking System II

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>

Home

Text Size: A A A

Defensive Driving

Login

Welcome to the Arizona Defensive Driving Tracking System
Please enter your user name and password

A → User ID:

B → Password:

C →

[Forgot Password?](#)

If an incorrect user id/password has been entered more than 3 times in a row, the user will be locked out on the 4th attempt. You will be prompted to contact DD admin support to reset your password.

Click here if you do not remember your password. You will be prompted to enter your "userid" so that a new password will be sent to the email address on file.

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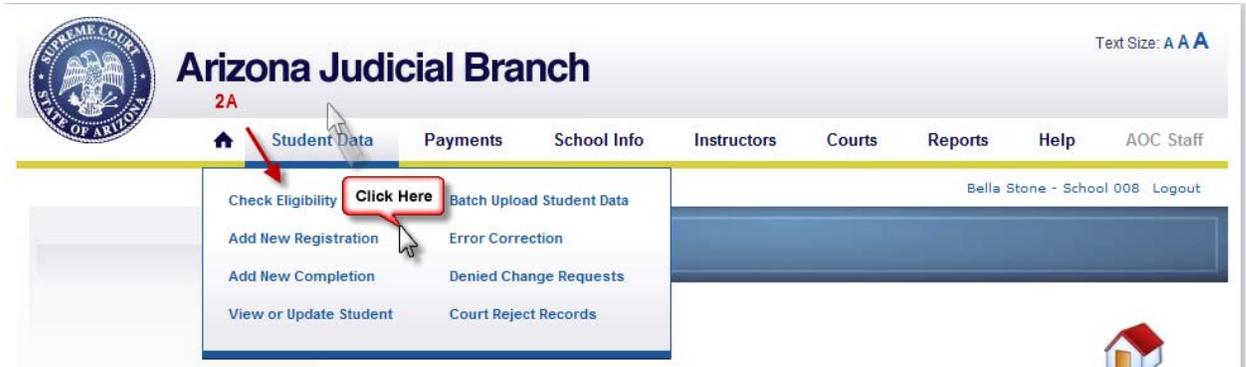
Defensive Driving Tracking System II

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



Defensive Driving Tracking System II

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

The screenshot displays the Arizona Judicial Branch Defensive Driving Tracking System II interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation bar contains links: Home, Student Data (marked with a red "2B" and a yellow starburst), Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. Below the navigation bar, the breadcrumb trail shows "Home / Student Data" and the user information "Bella Stone - School 008 Logout".

The left sidebar is titled "Student Data" and lists the following options: Check Eligibility, Add New Registration, Add New Completion, View Student, Error Correction, Denied Change Requests, Court Reject Records, and Batch Upload Student Data. A red box labeled "Click Here" is positioned over the "Check Eligibility" link.

The main content area is titled "Defensive Driving" and "Student Data". It includes the instruction "Manage student information. Select a task below." and a grid of task cards:

- Check Eligibility**: Verify that a student is eligible to attend defensive driving classes. (Icon: person with question mark)
- Batch Upload Student Data**: Upload a batch of student information in a xml file format. (Icon: folder with arrow)
- Add New Registration**: Enter a student registration record. Eligibility will be checked when submitted. (Icon: person with plus sign)
- Error Correction**: View all error records awaiting correction. (Icon: box with X)
- Add New Completion**: Enter a student completion record. Eligibility will be checked when submitted. (Icon: document with checkmark)
- Denied Change Requests**: View change requests that have been denied by the AOC. (Icon: question mark)
- View or Update Student**: View an existing student record and edit details. (Icon: person with magnifying glass)
- Court Reject Records**: View a list a reject records awaiting correction that have not yet been acknowledged. (Icon: document with hand)

A red box labeled "Click Here" is positioned over the "Error Correction" card. Red arrows point from the "Student Data" menu item in the navigation bar to the "Student Data" sidebar and the "Student Data" main content area.

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Defensive Driving Tracking System II

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.

Arizona Judicial Branch

Text Size: A A A

Home / Student Data / Check Eligibility

Bella Stone - School 008 Logout

Defensive Driving

Check Student Eligibility - Search

NOTE: This will search existing class completion records. Search will return records with Violation Dates less than 30 months old.

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:

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Defensive Driving Tracking System II

Navigation Tips continued

- 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.....

The screenshot shows the Arizona Judicial Branch website interface. At the top, there is a navigation menu with links for Student Data, Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. The main content area is titled "Defensive Driving" and contains a "Check Student Eligibility - Search" section. A note states: "NOTE: This will search existing class completion records. Search will return records with Violation Dates less than 30 months old." Below the note, there is a form with the following fields: Last Name (Crash), First Name (Course), Birth Date (11-22-1988), Driver's License Number (D0987654), and State (AZ - ARIZONA). A red arrow points to the "Reset" button, which is also being clicked by a mouse cursor. The "Submit" button is also visible.

...and your screen clears for new input.

Defensive Driving Tracking System II

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:

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

Home / Student Data / Payments / School Info / Instructors / Courts / Reports / Help / AOC Staff

Home / Student Data / Check Eligibility **7B**

Bella Stone - School 008 Logout

Defensive Driving

Check Student Eligibility - Search Results

0 records found.

7A → Search

7 → No matching records found.

7B → Check Eligibility

7C → Check Eligibility

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Defensive Driving Tracking System II

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.

Defensive Driving Tracking System II



Arizona Judicial Branch

Text Size: A A A

Home Student Data Payments School Info Instructors Courts Reports Help AOC Staff

Home / Student Data / Check Eligibility

Bella Stone - School 008 Logout

Student Data

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

Defensive Driving

8

Check Student Eligibility - Search Results

4 records found. Click a record number to view that student record.

ID	Type	Last Name	First Name	Birth Date	License	Violation	Eligibility Date
175178	C	STONE	MARK	11/30/1953	B12834379	6/3/2010	6/3/2012
175607	C	STONEB	CAROL	11/1/1980	D11011980	1/1/2011	1/1/2013
175615	C	STONEHENGE	CARRIE	11/1/1980	D1112222	1/1/2011	1/1/2013
175820	T	STONEBURNER	JAMES BOB	6/14/1948	DLN999	2/1/2011	2/1/2013



8D

Search

8A

1 2 3 4 5 6 7 8 9 10 ... Last

8B

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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

Defensive Driving Tracking System II

needed.

Arizona Judicial Branch

Text Size: A A A

Home / Student Data / Error Correction

Bella Stone - School 008 Logout

Defensive Driving

Error Correction

306 records found. Click a record number to view that student record. [Search](#)

ID	Type	Last Name	First Name	Birth Date	License	Violation	Added
3752	S	DYER	TINA			6/3/2010	8/26/2010
3754	S	EGREMY	MARIA		Information checked for security	6/29/2010	8/26/2010

- 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.
- The "Home Page" will also display important news and information. Please check this page often for updates.

Arizona Judicial Branch

Text Size: A A A

Home

Bella Stone - School 008 Logout

Defensive Driving

Home

Welcome to the Arizona Defensive Driving Tracking System

Unresolved Error Records: [306](#)

Unresolved Court Reject Records: [0](#)

News

Online Eligibility Check
If you would like to incorporate eligibility checking into your own website, please [Contact Us](#).

Testing begins
Testing of the new Defensive Driving application begins January 2011.

[Check Eligibility](#)

Home>Student Data>Check Eligibility

- 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.

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- 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:** If 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>.

The screenshot displays the Arizona Judicial Branch website interface for the Defensive Driving system. The page title is "Defensive Driving" and the main heading is "Check Student Eligibility - Search". A note states: "NOTE: This will search existing class completion records. Search will return records with Violation Dates less than 30 months old." Below the note, the user is prompted to "Input search criteria below: Please input Last Name and/or Driver's License Number plus at least one other field." The search form contains the following fields:

- 1A** Last Name: stone
- 1B** First Name: carol
- 1C** Birth Date: 11-01-1980 (MM-DD-YYYY)
- 1D** Driver's License Number: d09876543
- 1E** State: AZ - ARIZONA

Buttons for "Reset" and "Submit" are located at the bottom of the form. A red arrow labeled "2" points to the "Submit" button. The footer of the page reads: "© 2011 Arizona Supreme Court. All Rights Reserved."

Check Eligibility continued

Defensive Driving Tracking System II

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.

The screenshot displays the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". The breadcrumb trail shows "Home / Student Data / Check Eligibility". The user is identified as "Bella Stone - School 008" with a "Logout" link. The page title is "Defensive Driving". The main content area is titled "Check Student Eligibility - Search Results" and shows a search icon followed by "0 records found.", which is circled in red. Below this, it states "No matching records found." A "Search" button with a question mark icon is visible on the right. A sidebar on the left lists various actions under "Student Data": "Check Eligibility", "Add New Registration", "Add New Completion", "View Student", "Error Correction", "Denied Change Requests", "Court Reject Records", and "Batch Upload Student Data". The footer contains the copyright notice: "© 2011 Arizona Supreme Court. All Rights Reserved."

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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”

The screenshot shows the Arizona Judicial Branch website interface. The main header includes the Arizona Supreme Court logo and the text 'Arizona Judicial Branch'. A navigation menu contains links for Student Data, Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. The breadcrumb trail reads 'Home / Student Data / Check Eligibility'. The user is identified as 'Bella Stone - School 008' with a 'Logout' option.

The 'Defensive Driving' section is titled 'Check Student Eligibility - Detail'. A message states 'This student record cannot be edited.' To the right of this message are links for 'Search', 'Return to List', 'Previous', and 'Next'. A red arrow points to the 'Eligibility Date' field, which displays '01-01-2013 Not Eligible'. Other fields include Record Type (C - Completion), School (029 - ARIZONA CRASH COURSE), Court (0242 - DOUGLAS MUNICIPAL COURT), Last Name (STONEB), First Name (CAROL), Birth Date (11-01-1980), Driver's License Number (D11011980), Driver's License State (AZ - Arizona), Program Type (ST), Violation Date (01-01-2011), Class Date (01-07-2011), Completion Date (01-07-2011), and Completion Type (ST).

Eligibility Date:	01-01-2013 Not Eligible
Record Type:	C - Completion
School:	029 - ARIZONA CRASH COURSE
Court:	0242 - DOUGLAS MUNICIPAL COURT
Last Name:	STONEB
First Name:	CAROL
Initial:	
Suffix:	
Birth Date:	11-01-1980
Driver's License Number:	D11011980
Driver's License State:	AZ - Arizona
Program Type:	ST
Violation Date:	01-01-2011
Class Date:	01-07-2011
Completion Date:	01-07-2011
Completion Type:	ST

Defensive Driving Tracking System II

Check Student Eligibility – Detail continued

Example of “Eligible”

The screenshot displays the Arizona Judicial Branch website interface. At the top left is the state seal. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". Below the menu, a breadcrumb trail shows "Home / Student Data / Check Eligibility" and a user profile for "Bella Stone - School 008" with a "Logout" link.

The left sidebar, titled "Student Data", contains several options: "Check Eligibility", "Add New Registration", "Add New Completion", "View Student", "Error Correction", "Denied Change Requests" (with a red "3" and a red arrow pointing to the "Eligible" status in the main content), "Court Reject Records", and "Batch Upload Student Data".

The main content area is titled "Defensive Driving" and "Check Student Eligibility - Detail". It features a message: "This student record cannot be edited." To the right of this message are links for "Search", "Return to List", "Previous", and "Next".

The student record details are as follows:

Eligibility Date:	01-01-2011	Eligible
Record Type:	C - Completion	
School:	008 - AZ TRAFFIC SCHOOLS, LLC	
Court:	0750 - PEORIA MUNICIPAL	
Last Name:	CRASH	
First Name:	GORDON	
Initial:		
Suffix:		
Birth Date:	11-29-1980	
Driver's License Number:	B122222222	
Driver's License State:	AZ - Arizona	
Program Type:	ST	
Violation Date:	01-01-2009	
Class Date:	01-15-2009	
Completion Date:	01-15-2009	
Completion Type:	ST	

At the bottom of the page, a copyright notice reads: "© 2011 Arizona Supreme Court. All Rights Reserved."

Defensive Driving Tracking System II

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.”

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- O. **Arraignment Date:** Enter the driver's original court date displayed on the citation. 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.

Add New Registration continued.

- 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. 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

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date.

Home / Student Data / Add New Registration Bella Stone - School 008 Log

Defensive Driving

Student Data

- Check Eligibility
- Add New Registration**
- Add New Completion
- View Student
- Error Correction
- Denied Change Requests
- Court Reject Records
- Batch Upload Student Data

Add New Registration

Record Type: S - Registration

School: 008 - AZ TRAFFIC SCHOOLS, LLC

Court: 0745 - MESA MUNICIPAL

28-701.02 Must see judge [View Court](#)

Diversion Fee: \$90.00 (effective: 1/1/2006)

Fee waiver for juveniles: No

Last Name: Safe

First Name: Driver

Initial:

Suffix:

Birth Date: 08-16-1976 MM-DD-YYYY

Driver's License Number: B989898989

Driver's License State: AZ - ARIZONA

Program Type: ST

Citation Number: 989898989

Violation Code: 28-701A

Charge Identifier: 1

Process Server Fee:

Violation Date: 04-19-2011 MM-DD-YYYY

Arraignment Date: 05-18-2011 MM-DD-YYYY

Extension Date: MM-DD-YYYY

School Receipt Date: 04-26-2011 MM-DD-YYYY

Class Date: 05-01-2011 MM-DD-YYYY

Once the court location is selected, any applicable court comments will display along with the current diversion fee. Note: Once the violation date and program type is entered, the diversion fee may change.

Click here to view the court contact details. [View Court](#)

Click Here 3

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

Defensive Driving Tracking System II

Supreme Court
State of Arizona

Arizona Judicial Branch

Text Size: A A A

Home / Student Data / Add New Registration

Bella Stone - School 008 Logout

Defensive Driving

Add New Registration

Record successfully saved.
The record has been validated and successfully saved in the student table.

[View saved student](#) ← 4A

Click Here

Click Here

Enter another student ↑ 4B

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Add New Registration continued

5. If after selecting <submit> the application detects any errors, you will see the following:

Defensive Driving Tracking System II

- 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."

Student Data

- Check Eligibility
- Add New Registration**
- Add New Completion
- View Student
- Error Correction
- Denied Change Requests
- Court Reject Records
- Batch Upload Student Data

Defensive Driving

Add New Registration

5A → ✖ Validation errors are listed in red.

5C → [Save with Errors](#) - save this registration as an error record for later correction.

5B → i Note: The registration cannot be sent to the court or processed to completion until all errors are resolved.

Record Type: S - Registration

School: 008 - AZ TRAFFIC SCHOOLS, LLC

Court: 0750 - PEORIA MUNICIPAL

[View Court](#)

Diversion Fee: \$162.00 (effective: 10/1/2009)
Fee waiver for juveniles: No

Last Name:

First Name:

Initial:

Suffix:

Birth Date: MM-DD-YYYY

Driver's License Number:

Driver's License State: AZ - ARIZONA

Program Type: ST

Citation Number:

Violation Code:

Charge Identifier:

Process Server Fee:

5B → ! Warning: Age less than 14 years old is unreasonable, admission permitted for special reasons only - contact court

5A → Citation Number is required

5A → Violation Code is required

5A → Charge Identifier is required

Add New Registration continued

Defensive Driving Tracking System II

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)

Arizona Judicial Branch Text Size: A A A

Home / Student Data / View Student Bella Stone - School 008 Logout

Defensive Driving

View Student - Detail

Error Record.
This record currently in error status and needs to be corrected before it can be processed.
[Go to Error Correction page](#)

[Search](#) [Return to List](#) [Previous](#) [Next](#)

Record Type: S - Registration
School: 008 - AZ TRAFFIC SCHOOLS, LLC
Court: [0750 - PEORIA MUNICIPAL](#)
Last Name: DOG
First Name: TOY
Initial:
Suffix:
Birth Date: 11-05-2005
Driver's License Number:
Driver's License State: AZ - Arizona
Program Type: ST
Violation Date:
Class Date:

Select the <Delete> button to remove the record from both the "Error Correction" and "View Student" menu options. This would be necessary in the case where the record is no longer needed or applicable.

Delete

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Defensive Driving Tracking System II

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>

Supreme Court
State of Arizona

Arizona Judicial Branch

Text Size: A A A

Home / Student Data / Add New Registration

Bella Stone - School 008 Logout

Student Data

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

Defensive Driving

Add New Registration

Validation errors are listed in red.

[Save with Errors](#) - save this registration as an error record for later correction.
Note: The registration cannot be sent to the court or processed to completion until all errors are resolved.

Duplicate Driver's License Number exists in student file - student not eligible.

Request Eligibility Review - Request AOC review of student to determine eligibility. Student information cannot be sent to the court or processed to completion until approval has been granted and the eligibility override input.

Eligibility Request Reason:
Driver's license number is bogus.

Send Request

Click Here

Add New Registration continued:

Defensive Driving Tracking System II

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.

The screenshot shows the Arizona Judicial Branch website interface. The header includes the Arizona Supreme Court logo and the text "Arizona Judicial Branch". A navigation menu contains links for Student Data, Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. The breadcrumb trail is "Home / Student Data / Add New Registration". The user is logged in as "Bella Stone - School 008".

The main content area is titled "Defensive Driving" and "Add New Registration". A message states: "Eligibility Request submitted. Your request for an eligibility review has been submitted. The record will not be sent to the court until eligibility override has been approved. View existing eligibility review request record".

Annotations on the screenshot include:

- A red arrow pointing from the "Error Correction" link in the "Student Data" sidebar to the "Eligibility Request submitted" message.
- A red arrow pointing from the "Enter another student" link to the "Add New Registration" header.
- A red callout box pointing to the "View existing eligibility review request record" link, containing the text: "Click here to view the request (See 'View Student' for more information.)".
- Another red callout box pointing to the "Add New Registration" header, containing the text: "Click here to add another registration record."

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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

Defensive Driving Tracking System II

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”, “Arrestment Date” or “Extension Date.”

Defensive Driving Tracking System II

- S. **Arraignment Date:** Enter the driver's original court date displayed on the citation. 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.
- O. **Extension Date:** Enter the new Arraignment Date if the court has authorized your school to grant a onetime extension of the original Arraignment Date. 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"
- P. **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.
- Q. **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.
- R. **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."
- S. **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.)
- T. **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

Defensive Driving Tracking System II

Add New Completion continued



Arizona Judicial Branch

Text Size: **A A A**

Home / Student Data / Add New Completion
Bella Stone - School 008 Logout

Student Data

- Check Eligibility
- Add New Registration
- Add New Completion**
- View Student
- Error Correction
- Denied Change Requests
- Court Reject Records
- Batch Upload Student Data

Defensive Driving

Add New Completion

2 → Record Type: C - Completion

3A → School: 008 - AZ TRAFFIC SCHOOLS, LLC

3A → Court: 0745 - MESA MUNICIPAL

28-701.02 Must see judge [View Court](#)

Diversion Fee: \$90.00 (effective: 1/1/2006)

Fee waiver for juveniles: No

3B → Last Name: Speedy

3C → First Name: Driver

3D → Initial:

3E → Suffix:

3F → Birth Date: 08-19-1977 MM-DD-YYYY

3G → Driver's License Number: B87878787

3H → Driver's License State: AZ - ARIZONA

3I → Program Type: ST

3J → Citation Number: 87654321

3K → Violation Code: 28-70102A1

3L → Charge Identifier: 1

3M → Process Server Fee:

3N → Violation Date: 05-01-2011 MM-DD-YYYY

3O → Arraignment Date: 05-31-2011 MM-DD-YYYY

3P → Extension Date: MM-DD-YYYY

3Q → School Receipt Date: 05-02-2011 MM-DD-YYYY

3R → Class Date: 05-02-2011 MM-DD-YYYY

3S → Completion Date: 05-02-2011 MM-DD-YYYY

3T → Completion Type: ST

3U → Class Result: Pass Fail

Once the court location is selected, any applicable court comments will display along with the current diversion fee. Note: Once the violation date and program type is entered, the diversion fee may change.

[Click Here](#) **3**

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Defensive Driving Tracking System II

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

The screenshot displays the Arizona Judicial Branch website interface. At the top left is the state seal, and the title "Arizona Judicial Branch" is centered. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". The breadcrumb trail reads "Home / Student Data / Add New Completion". The user is identified as "Bella Stone - School 008" with a "Logout" link.

The main content area is titled "Defensive Driving" and "Add New Completion". A confirmation message states: "Record successfully saved. The record has been validated and successfully saved in the student table." Below this message are two links: "View saved student" and "Enter another student".

Annotations on the screenshot include:

- A red callout box labeled "Click Here" pointing to the "View saved student" link, with a red arrow labeled "4A" pointing to the link.
- A red callout box labeled "Click Here" pointing to the "Enter another student" link, with a red arrow labeled "4B" pointing to the link.

At the bottom of the page, the copyright notice reads: "© 2011 Arizona Supreme Court. All Rights Reserved."

Defensive Driving Tracking System II

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.

Arizona Judicial Branch

Text Size: A A A

Home / Student Data / Add New Completion

Bella Stone - School 008 Logout

Defensive Driving

Add New Completion

5A → Validation errors are listed in red.

5B → Warning messages are listed in blue. Warnings will not prevent a record from saving.

Record Type: C - Completion

School: 008 - AZ TRAFFIC SCHOOLS, LLC

Court: 0750 - PEORIA MUNICIPAL

[View Court](#)

Diversion Fee: \$162.00 (effective: 10/1/2009)

Fee waiver for juveniles: No

Last Name: GO

First Name: FAST

Initial:

Suffix:

Birth Date: 09-01-2001 MM-DD-YYYY

Warning: Age less than 14 years old is unreasonable, admission permitted for special reasons only - contact court

5B →

Driver's License Number: H876

Driver's License State: AZ - ARIZONA

Program Type: ST

Citation Number: H876

Violation Code:

Charge Identifier:

5A → Violation Code is required

5A → Charge Identifier is required

Defensive Driving Tracking System II

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>

The screenshot displays the Arizona Judicial Branch website interface. At the top left is the state seal, and the title "Arizona Judicial Branch" is centered. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". The breadcrumb trail reads "Home / Student Data / Add New Completion". The page title is "Defensive Driving".

The main content area is titled "Add New Completion" and features a validation error message in red: "Duplicate Driver's License Number exists in student file - student not eligible." Below this, instructions state: "Request Eligibility Review - Request AOC review of student to determine eligibility. Student information cannot be sent to the court or processed to completion until approval has been granted and the eligibility override input." A text field labeled "Eligibility Request Reason:" contains the text "Driver's License Number is bogus". A red arrow labeled "6A" points to this text field. A "Send Request" button is located at the bottom right of the form, with a red callout box labeled "Click Here" pointing to it. A small "6B" is visible at the bottom right of the page.

Defensive Driving Tracking System II

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.

The screenshot displays the Arizona Judicial Branch website interface. The main header includes the state seal and the text 'Arizona Judicial Branch'. A navigation bar contains links for 'Student Data', 'Payments', 'School Info', 'Instructors', 'Courts', 'Reports', 'Help', and 'AOC Staff'. The breadcrumb trail shows 'Home / Student Data / Add New Completion'. The page title is 'Defensive Driving'. The left sidebar menu lists options: 'Check Eligibility', 'Add New Registration', 'Add New Completion', 'View Student', 'Error Correction', 'Denied Change Requests', 'Court Reject Records', and 'Batch Upload Student Data'. The main content area shows a confirmation message: 'Eligibility Request submitted. Your request for an eligibility review has been submitted. The record will not be sent to the court until eligibility override has been approved.' Below this is a link: 'View existing eligibility review request record'. A red arrow points from the 'View Student' menu item to the confirmation message. Another red arrow points from the 'Enter another student' link to the text 'Click here to add another completion record.'. A blue cloud annotation points to the 'View existing eligibility review request record' link with the text 'Click here to view the request (See "View Student" for more information)'. The footer contains the copyright notice: '© 2011 Arizona Supreme Court. All Rights Reserved.'

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).

Defensive Driving Tracking System II

[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:** If 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>.

The screenshot shows the 'View Student - Search' interface. On the left is a sidebar with 'Student Data' options. The main area has a search form with the following fields:

- 1A → Last Name:
- 1B → First Name:
- 1C → Birth Date: MM-DD-YYYY
- 1D → Driver's License Number:
- 1E → State:

Buttons for 'Reset' and 'Submit' are at the bottom right. A red '2' is next to the 'Submit' button.

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Defensive Driving Tracking System II

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).

Arizona Judicial Branch

Text Size: A A A

Home / Student Data / View Student

Bella Stone - School 008 Logout

Student Data

- Check Eligibility
- Add New Registration
- Add New Completion
- View Student**
- Error Correction
- Denied Change Requests
- Court Reject Records
- Batch Upload Student Data

Defensive Driving

View Student - Search Results

29 records found. Click a record number to view that student record.

Status	ID	Type	Last Name	First Name	Birth Date	License	Violation
✖	3978	S	PADILLA CARRENO	MARTHA			4/21/2010
✖	3979	S	PAE	HYONG			7/24/2010
👤	175926	T	PAPER	CLIP		Data removed for security	3/1/2011
✖	3980	S	PARETTI	NICHOLAS			6/12/2010
👤	3981	S	PARISH	EMMA			7/11/2010
✖	3982	S	PARR	JAMES			3/6/2010
✖	3983	S	PARSONS	KRISTINE			7/29/2010

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

Arizona Judicial Branch

Text Size: A A A

Home / Student Data / View Student

Bella Stone - School 008 Logout

Student Data

- Check Eligibility
- Add New Registration
- Add New Completion
- View Student**
- Error Correction
- Denied Change Requests
- Court Reject Records
- Batch Upload Student Data

Defensive Driving

View Student - Detail

✖ Error Record.
This record currently in error status and needs to be corrected before it can be processed.
[Go to Error Correction page](#)

Record Type: S - Registration
School: 008 - AZ TRAFFIC SCHOOLS, LLC
Court: [1041 - TUCSON MUNICIPAL COURT](#)

Defensive Driving Tracking System II

[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.**

Defensive Driving Tracking System II

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.

Student Data

- Check Eligibility
- Add New Registration
- Add New Completion
- View Student**
- Error Correction
- Denied Change Requests
- Court Reject Records
- Batch Upload Student Data

Defensive Driving

View Student - Detail

Reinstatement Eligibility

Record Type: C - Completion

School: 008 - AZ TRAFFIC SCHOOLS, LLC

Court: 0745 - MESA MUNICIPAL

28-701.02 Must see judge [View Court](#)
Diversion Fee: \$90.00 (effective: 1/1/2006)
Fee waiver for juveniles: No

Last Name: SPEEDY

First Name: DRIVER

Initial:

Suffix:

Birth Date: 12-25-1901 MM-DD-YYYY

Driver's License Number: H98765

Driver's License State: AZ - ARIZONA

Program Type: ST

Citation Number: C98765

Violation Code: 28-01A

Charge Identifier: 1

Process Server Fee:

Violation Date: 06-01-2011 MM-DD-YYYY

Arraignment Date: 06-30-2011 MM-DD-YYYY

Extension Date: MM-DD-YYYY

School Receipt Date: 06-07-2011 MM-DD-YYYY

Class Date: 06-07-2011 MM-DD-YYYY

Completion Date: 06-07-2011 MM-DD-YYYY

Completion Type: ST

Class Result: Pass Fail

[+ Additional Information](#)

Click on the "+" symbol to view additional record information (see following page).

Click "Search" to return to the "View Student - Search" screen.
Click "Return to List" to return to the list of search results.

[Search](#) [Return to List](#) [Previous](#) [Next](#)

Click "Previous" or "Next" to go the previous or next record in the results list.

[Submit](#)

Click here to submit changes to the record. Normal validation rules apply.

Defensive Driving Tracking System II

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

Defensive Driving Tracking System II

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.

Arizona Judicial Branch Text Size: A A A

Home / Student Data / View Student Bella Stone - School 008 Logout

Defensive Driving

View Student - Detail

Error Record. This record currently in error status and needs to be corrected before it can be processed. [Go to Error Correction page](#)

Record Type: S - Registration
School: 008 - AZ TRAFFIC SCHOOLS, LLC
Court: [0750 - PEORIA MUNICIPAL](#)
Last Name: DOG
First Name: TOY
Initial:
Suffix:
Birth Date: 11-05-2005
Driver's License Number:
Driver's License State: AZ - Arizona
Program Type: ST
Violation Date:
Class Date:

Select the <Delete> button to remove the record from both the "Error Correction" and "View Student" menu options. This would be necessary in the case where the record is no longer needed or applicable.

Delete

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Defensive Driving Tracking System II

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.

The screenshot shows the 'View Student - Detail' page for a student. The breadcrumb trail is 'Home / Student Data / View Student'. The page title is 'Defensive Driving'. The left sidebar contains a 'Student Data' menu with options: Check Eligibility, Add New Registration, Add New Completion, View Student, Error Correction, Denied Change Requests, Court Reject Records, and Batch Upload Student Data. The 'View Student' option is selected. The main content area shows 'View Student - Detail' with a search icon. Below this are navigation links: Search, Return to List, Previous, and Next. The 'Reinstate Eligibility' checkbox is unchecked and highlighted with a red arrow and the number '1'. Below it are fields for 'Record Type: C - Completion', 'School: 008 - AZ TRAFFIC SCHOOLS, LLC', and 'Court: 0750 - PEORIA MUNICIPAL'.

- 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>.

The screenshot shows the 'View Student - Detail' page with the 'Reinstate Eligibility' checkbox checked. Below it is a text box with the following text: 'Review needed - Payment has already been made for this student. To reinstate eligibility, please enter a reason below and click "Send Request" to request an eligibility reinstatement.' Below this is a 'Change Request Reason:' field with the text 'Student found to be not eligible due to xxxxxxxxxxxxxxxx.'. Below the text box is a 'Refund Fees' checkbox, which is checked. A red arrow labeled 'A' points to the 'Change Request Reason' field. Another red arrow points to the 'Send Request' button, which is highlighted with a red box and the text 'Click Here'.

Defensive Driving Tracking System II

View Student – Detail continued

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

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the state seal. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". Below the menu, a breadcrumb trail shows "Home / Student Data / View Student" and the user "Bella Stone - School 008" is logged out. A sidebar on the left lists "Student Data" options: "Check Eligibility", "Add New Registration", "Add New Completion", "View Student" (highlighted with a red arrow), "Error Correction", "Denied Change Requests", "Court Reject Records", and "Batch Upload Student Data". The main content area is titled "Defensive Driving" and "View Student - Detail". A blue notification bubble with a question mark icon states "Requested changes are pending AOC review." To the right are links for "Search", "Return to List", "Previous", and "Next". Below this, the "Change Request Type" is set to "R - Refund / Reinstatement Request".

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).

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the state seal. The main header reads "Arizona Judicial Branch". Below the header, the page is titled "View Student - Detail". A red arrow points to a lock icon followed by the text "Student Status is 'Eligibility Reinstated'". Below this, the "Record Type" is "0 - Deleted Completion". The "School" dropdown menu is set to "008 - AZ TRAFFIC SCHOOLS, LLC". The "Court" dropdown menu is set to "0750 - PEORIA MUNICIPAL". Below the court dropdown is a "View Court" link. At the bottom, it shows "Diversion Fee: \$162.00 (effective: 10/1/2009)" and "Fee waiver for juveniles: No".

Defensive Driving Tracking System II

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>.

Arizona Judicial Branch

Text Size: A A A

Home / Student Data / View Student

Bella Stone - School 008 Logout

Defensive Driving

View Student - Detail

Reinstate Eligibility

No review needed. Please click "Reinstate" to cancel the completion for this student.

[Click Here](#)

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.

Arizona Judicial Branch

Text Size: A A A

Home / Student Data / View Student

Bella Stone - School 008 Logout

Defensive Driving

View Student - Detail

Student Status is 'Eligibility Reinstated'.
This record is locked and cannot be updated.

Record Type: U - Deleted Completion

School: 008 - AZ TRAFFIC SCHOOL LLC

Defensive Driving Tracking System II

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>

Registration Number: 999000111

Violation Code: 28-01A

Charge Identifier: 1

Process Server Fee:

Violation Date: 05-01-2011 MM-DD-YYYY

Arraignment Date: 05-31-2011 MM-DD-YYYY

Extension Date: MM-DD-YYYY

School Receipt Date: MM-DD-YYYY **A**

Class Date: 05-09-2011 MM-DD-YYYY

Completion Date: MM-DD-YYYY **B**

Completion Type: AD OS ST **C**

Class Result: Pass Fail **D**

[Additional Information](#)

Delete Submit **E**

Defensive Driving Tracking System II

View Student – Detail continued

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

The screenshot displays the Arizona Judicial Branch website interface. At the top left is the state seal, and the title "Arizona Judicial Branch" is centered. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". The breadcrumb trail shows "Home / Student Data / View Student". The page title is "Defensive Driving". On the left sidebar, under "View Student", the "Error Correction" option is highlighted with a red arrow. The main content area shows a message: "Record successfully converted to a completion record. The record has been validated and successfully saved in the student table." Below this message is a link "View saved student" with a red arrow pointing to it and a red text annotation: "Click here to view the 'Completion Record.'". Navigation links "Search", "Return to List", "Previous", and "Next" are visible. The footer contains the copyright notice: "© 2011 Arizona Supreme Court. All Rights Reserved."

Defensive Driving Tracking System II

Error Correction

Home>Student Data>Error Correction

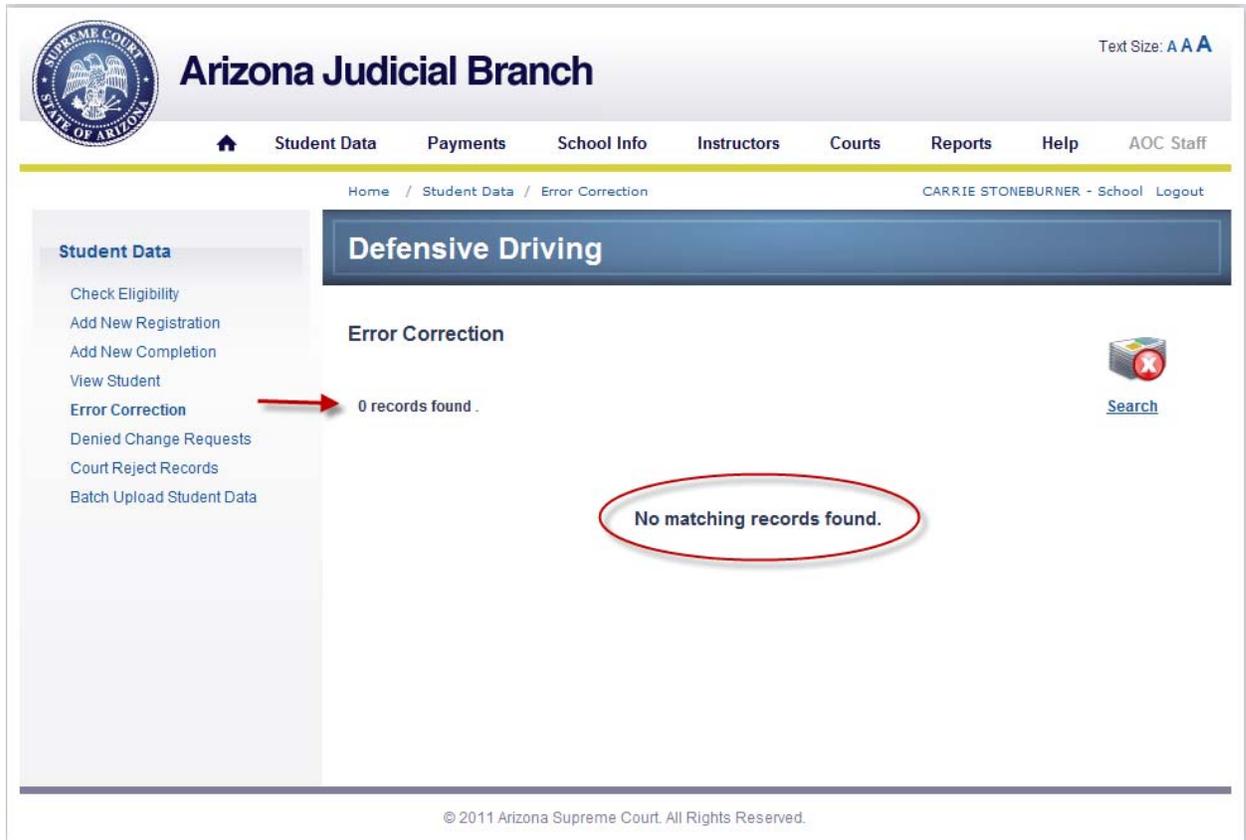
When a batch school or interactive school user attempts to enter a Registration or Completion record that has validation and/or eligibility errors, the record will be prevented from saving into the application. However, the school will have the ability to retrieve the record, correct the errors, and 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:

Defensive Driving Tracking System II



The screenshot shows the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation bar includes links for "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". Below this, a breadcrumb trail shows "Home / Student Data / Error Correction" and the user "CARRIE STONEBURNER - School" with a "Logout" link. The left sidebar, titled "Student Data", lists several options: "Check Eligibility", "Add New Registration", "Add New Completion", "View Student", "Error Correction" (highlighted with a red arrow), "Denied Change Requests", "Court Reject Records", and "Batch Upload Student Data". The main content area has a blue header "Defensive Driving" and a sub-header "Error Correction". Below this, it states "0 records found." To the right is a "Search" icon and a "Search" link. In the center of the page, the text "No matching records found." is circled in red. The footer contains the text "© 2011 Arizona Supreme Court. All Rights Reserved."

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.

Defensive Driving Tracking System II

Arizona Judicial Branch Text Size: A A A

Home / Student Data / Error Correction Bella Stone - School 008 Logout

Defensive Driving

Error Correction

305 records found. Click a record number to view that student record.

Search

ID	Type	Last Name	First Name	Birth Date	License	Violation	Added
3752	S	DYER	TINA			6/3/2010	8/26/2010
3754	S	EGREMY	MARIA			6/29/2010	8/26/2010
3756	S	ELY	PROMISS			6/30/2010	8/26/2010
3758	S	ENGBRETSON	KIAH			7/30/2010	8/26/2010

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

Defensive Driving Tracking System II

Arizona Judicial Branch

Text Size: A A A

Home / Student Data / Error Correction

Bella Stone - School 008 Logout

Defensive Driving

Error Correction - Detail

308 records found. Click a record number to view that student record.

ID	Type	Last Name	First Name	Birth Date	License	Violation	Added
3752	S	DYER	TINA		Data removed for security.	6/3/2010	8/26/2010

Search

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).

Defensive Driving Tracking System II

- 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>.

Arizona Judicial Branch

Text Size: A A A

Home / Student Data / Error Correction

Bella Stone - School 008 Logout

Student Data

- Check Eligibility
- Add New Registration
- Add New Completion
- View Student
- Error Correction**
 - Denied Change Requests
 - Court Reject Records
 - Batch Upload Student Data

Defensive Driving

Error Correction - Search

Input search criteria below:
Please input Last Name and/or Driver's License Number plus at least one other field.

A → Last Name:

B → First Name:

C → Birth Date: MM-DD-YYYY

D → Driver's License Number:

E → State:

[Cancel](#)

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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.

Defensive Driving Tracking System II

2. Click <Submit> after making corrections where mandatory (Validation Errors) to validate and save your record or
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

Defensive Driving Tracking System II

Arizona Judicial Branch Text Size: AAA

Home / Student Data / Error Correction Logout

Defensive Driving

Error Correction - Detail

Validation errors are listed in red.

Record Type: S - Registration
 School: 008 - AZ TRAFFIC SCHOOLS, LLC
 Court: 0750 - PEORIA MUNICIPAL
 View Court
 Diversion Fee: \$162.00 (effective: 10/1/2009)
 Fee waiver for juveniles: No

Last Name: DOG
 First Name: TOY
 Initial:
 Suffix:
 Birth Date: 11-05-2005 MM-DD-YYYY

Driver's License Number:
 Driver's License State: AZ - ARIZONA
 Program Type: ST
 Citation Number:
 Violation Code: 28-01A
 Charge Identifier:
 Process Server Fee:
 Violation Date: MM-DD-YYYY
 Arraignment Date: MM-DD-YYYY
 Extension Date: MM-DD-YYYY
 School Receipt Date: MM-DD-YYYY
 Class Date: MM-DD-YYYY

Additional Information

Warning: Age less than 14 years old is unreasonable, admission permitted for special reasons only - contact court

Driver's License Number is required
 Citation Number is required
 Charge Identifier is required
 Violation Date is required
 Arraignment Date is required
 Class Date is required

Delete Submit

Remember options will be grayed out if not applicable.

Click "Search" to go to the "Error Correction - Search" screen.
 Click "Show All" to view all the school's error records.
 Click "Return to List" if your record was found with more than one result.
 Click "Previous" or "Next" for the next record in the results list

Denied Change Requests

Home>Student Data>Denied Change Requests

Defensive Driving Tracking System II

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:

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". Below the menu, a breadcrumb trail shows "Home / Student Data / Denied Change Requests" and the user "CARRIE STONEBURNER - School" is logged out. The left sidebar contains a "Student Data" menu with options: "Check Eligibility", "Add New Registration", "Add New Completion", "View Student", "Error Correction", "Denied Change Requests", "Court Reject Records", and "Batch Upload Student Data". A red arrow points from "Denied Change Requests" in the sidebar to the main content area. The main content area has a blue header "Defensive Driving" and a sub-header "Denied Change Requests". Below this, it says "Showing records denied in the last 30 days. Click 'Search' to change the date range. 0 records found." A red arrow points from the text "Click 'Search' to change the date range" to a "Search" button. Another red arrow points from the text "Click here to search for any previously denied change requests." to a question mark icon. Below the main content, it says "No matching records found." and a "Run Report" link is visible. The footer contains the copyright notice "© 2011 Arizona Supreme Court. All Rights Reserved."

Denied Change Requests continued

Defensive Driving Tracking System II

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.)

Arizona Judicial Branch Text Size: A A A

Home / Student Data / Denied Change Requests Bella Stone - School 008 Logout

Defensive Driving

Denied Change Requests

Showing records denied in the last 30 days. Click 'Search' to change the date range.
7 records found. Click a record number to view that student record.

ID	Type	Last Name	First Name	Requestor	Requested	Reviewed By	Review Date
427	C	BUTTER	PEANUT	CStonebur	5/17/2011	CarrieAOC	5/17/2011
428	C	BUTTER	PEANUT	CStonebur	5/17/2011	CarrieAOC	5/17/2011
442	C	SMITH	JOHN	CStonebur	5/19/2011	CarrieAOC	5/19/2011
443	C	SMITH	JOHN	CStonebur	5/19/2011	CarrieAOC	5/19/2011
450	C	USER	SMART	CStonebur	5/19/2011	CarrieAOC	5/19/2011
453	C	CHEATER	IMA	CStonebur	5/23/2011	CarrieAOC	5/23/2011
454	C	CHEATER	IMA	CStonebur	5/23/2011	CarrieAOC	5/23/2011

Click the "ID" link to go directly to the "Denied Change Requests- Detail" screen for that record.

Click here to "Search" for a specific record within any time frame.

Click here to run a report for all the denied change requests within the last 30 days. (See "Reports" for more information.)

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Defensive Driving Tracking System II

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>.

The screenshot shows the 'Arizona Judicial Branch' website interface. At the top, there is a logo for the Supreme Court of Arizona and the text 'Arizona Judicial Branch'. Below this is a navigation bar with links for 'Student Data', 'Payments', 'School Info', 'Instructors', 'Courts', 'Reports', 'Help', and 'AOC Staff'. The main content area is titled 'Defensive Driving' and 'Denied Change Requests - Search'. It features a search form with the following fields: 'Last Name', 'First Name', 'Birth Date' (with a format hint 'MM-DD-YYYY'), 'Driver's License Number', 'State' (a dropdown menu currently showing 'AZ - ARIZONA'), and 'Reviewed Date Range' (with a date range of '4/23/2011 through 5/23/2011'). There are 'Reset' and 'Submit' buttons at the bottom of the form. A red callout box labeled 'Click Here' points to the 'Submit' button. On the left side, there is a sidebar menu with options like 'Check Eligibility', 'Add New Registration', 'Add New Completion', 'View Student', 'Error Correction', 'Denied Change Requests', 'Court Reject Records', and 'Batch Upload Student Data'. A copyright notice at the bottom reads '© 2011 Arizona Supreme Court. All Rights Reserved.'

Defensive Driving Tracking System II

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.

Arizona Judicial Branch Text Size: A A A

Home / Student Data / Denied Change Requests School 008 Logout

Defensive Driving

Denied Change Requests - Detail

This change request has been denied.
[View original record](#)

Change Request Type: **E - Eligibility Override Request**

Change Request Reason: Driver's License Number is bogus

Change Requested By: CStonebur

Change Request Date: 05-23-2011

Change Reviewed By: CarrieAOC

Change Review Date: 05-23-2011

Change Approved?: **N**

Record Type: C - Completion

School: 008 - AZ TRAFFIC SCHOOLS, LLC

Court: [0750 - PEORIA MUNICIPAL](#)

Diversion Fee: \$162.00 (effective: 10/1/2009)
Fee waiver for juveniles: No

Last Name: CHEATER

First Name: IMA

Initial:

Click "Search" to go to the "Denied Change Requests - Search" screen. Click "Return to List" to go back to the "Denied Change Requests" screen.

Click "Previous" or "Next" to go to the previous record in the list or to the next record in the list. The option will be grayed out if no records are available.

Click here to go to the view the original request record.

Defensive Driving Tracking System II

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.)

Arizona Judicial Branch

Text Size: A A A

Home / Student Data / Court Reject Records CARRIE STONEBURNER - School Logout

Defensive Driving

Court Reject Records

4 records found. Click a record number to view that student record.

ID	Type	Last Name	First Name	Birth Date	License	Violation	Court	Rejected
15	C	STONE	SUSHI	11/6/1987	D1161980	11/1/2010	0343	3/25/2011
14	C	PEYTON	CAROL	11/7/1985	D1171980	11/1/2010	0743	9/1/2010
13	S	STONE	BELLA	11/5/1985	D1151980	11/30/2010	0945	9/1/2010
10	S	STONEBURNER	JOHN	11/2/2008	D1121981	11/1/2010	0743	9/1/2010

3A → Court Reject Records (Sidebar)

3B → Search (Button)

3C → Run Report (Button)

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Defensive Driving Tracking System II

Court Reject Records – Search

Home>Student Data>Court Reject Records

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

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". Below the menu, the breadcrumb trail is "Home / Student Data / Court Reject Records" and the user is identified as "CARRIE STONEBURNER - School Logout".

The main content area is titled "Defensive Driving" and "Court Reject Records - Search". It instructs users to "Input search criteria below: Please input Last Name and/or Driver's License Number plus at least one other field." The search form contains the following fields:

- 4A Last Name:
- 4B First Name:
- 4C Birth Date: MM-DD-YYYY
- 4D Driver's License Number:
- 4E State:

Buttons for "Reset" and "Submit" are located below the form. A red arrow points to the "Submit" button with the number "2". A "Cancel" link is also present.

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Defensive Driving Tracking System II

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.

Arizona Judicial Branch Text Size: A A A

Home / Student Data / Court Reject Records CARRIE STONEBURNER - School Logout

Defensive Driving

Court Reject Records - Detail

1B Search Return to List Previous Next
 No Action Required **Acknowledge**

1C [View existing student record](#)

1A **Court Reject Records**

Reject Reason:	This is a test reject record.
Reject Date:	03-25-2011
Record Type:	C - Completion
School:	029 - ARIZONA CRASH COURSE
Court:	0343 - FREDONIA MAGISTRATE COURT 28-701.02 Must see judge Diversion Fee: \$100.00 (effective: 1/1/1994) Fee waiver for juveniles: No
Last Name:	STONE
First Name:	SUSHI
Initial:	
Suffix:	
Birth Date:	11-06-1987
Driver's License Number:	D1161980
Driver's License State:	AZ - Arizona
Program Type:	
Citation Number:	C1151983

Defensive Driving Tracking System II

Court Reject Records – Detail continued

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



Arizona Judicial Branch

Close this window

View Student - Detail

Related Court Reject record found.
View existing Court Reject record

You may click here to go back to the "Court Reject record".

Any student record that has a court reject record will have this display on the student record accessed through the "View Student" menu option.

Record Type: S - Registration
School: 029 - ARIZONA CRASH COURSE
Court: 0747 - GLENDALE MUNICIPAL

Criminal speed must see judge [View Court](#)
Diversion Fee: \$100.00 (effective: 4/1/2009)
Fee waiver for juveniles: No

Last Name: STONEBURNER
First Name: JOHN
Initial:
Suffix:
Birth Date: 11-02-2008 MM-DD-YYYY
Driver's License Number: D1121981
Driver's License State: AZ - ARIZONA
Program Type: ST
Citation Number: C1121890
Violation Code: 28-701A
Charge Identifier: A
Process Server Fee:
Violation Date: 11-01-2010 MM-DD-YYYY
Arraignment Date: 11-30-2010 MM-DD-YYYY
Extension Date: MM-DD-YYYY
School Receipt Date: MM-DD-YYYY
Class Date: 11-17-2010 MM-DD-YYYY
Completion Date: MM-DD-YYYY
Completion Type:
Class Result: Pass Fail

Additional Information

Click «Submit» after the changes are done. For Registration records, you will have the option to delete the record from the "View Student" menu option if necessary.

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Defensive Driving Tracking System II

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.)

Arizona Judicial Branch

Text Size: A A A

Home / Student Data / Court Reject Records

Defensive Driving

Court Reject Records - Detail

2 This reject record has been acknowledged.
[View existing student record](#)

Acknowledged Date: 05-12-2011
Acknowledged By: CStonebu
Reject Reason: **This is a test reject record.**
Reject Date: 03-25-2011
Record Type: C - Completion
School: 029 - ARIZONA CRASH COURSE
Court: [0343 - FREDONIA MAGISTRATE COURT](#)
28-701.02 Must see judge
Diversion Fee: \$100.00 (effective: 1/1/1994)
Fee waiver for juveniles: No

Last Name: STONE
First Name: SUSHI
Initial:
Suffix:
Birth Date: 11-06-1987
Driver's License Number: D1161980
Driver's License State: AZ - Arizona
Program Type:
Citation Number: C1151983

[Search](#) [Return to List](#) [Previous](#) [Next](#)

Click "Search" to go to the "Court Reject Records - Search" option.
Click "Return to List" to go back to the "Court Reject Records" results list.
Click "Previous" or "Next" to go back or to the next Court Reject Record in the list (grayed out if no records exist.)

Defensive Driving Tracking System II

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.

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: AAA" option on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". Below the menu, the breadcrumb trail is "Home / Student Data / Batch Upload Student Data" and the user is identified as "bella stone - School 029 Logout".

The left sidebar is titled "Student Data" and lists several options: "Check Eligibility", "Add New Registration", "Add New Completion", "View Student", "Error Correction", "Denied Change Requests", "Court Reject Records", and "Batch Upload Student Data". A red arrow points to "Batch Upload Student Data".

The main content area is titled "Defensive Driving" and "Batch Upload Student Data". It contains the instruction: "Click the 'Browse' button to find the file, then click 'Upload'." Below this is a text input field, a "Browse..." button, and an "Upload" button. A red arrow points to the "Browse..." button, and a red text box with a green arrow icon says: "1A. Click here to search for the .xml file located on your computer's hard drive." At the bottom of the page, it says "© 2011 Arizona Supreme Court. All Rights Reserved."

Defensive Driving Tracking System II

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.

Defensive Driving Tracking System II

Batch upload student data continued

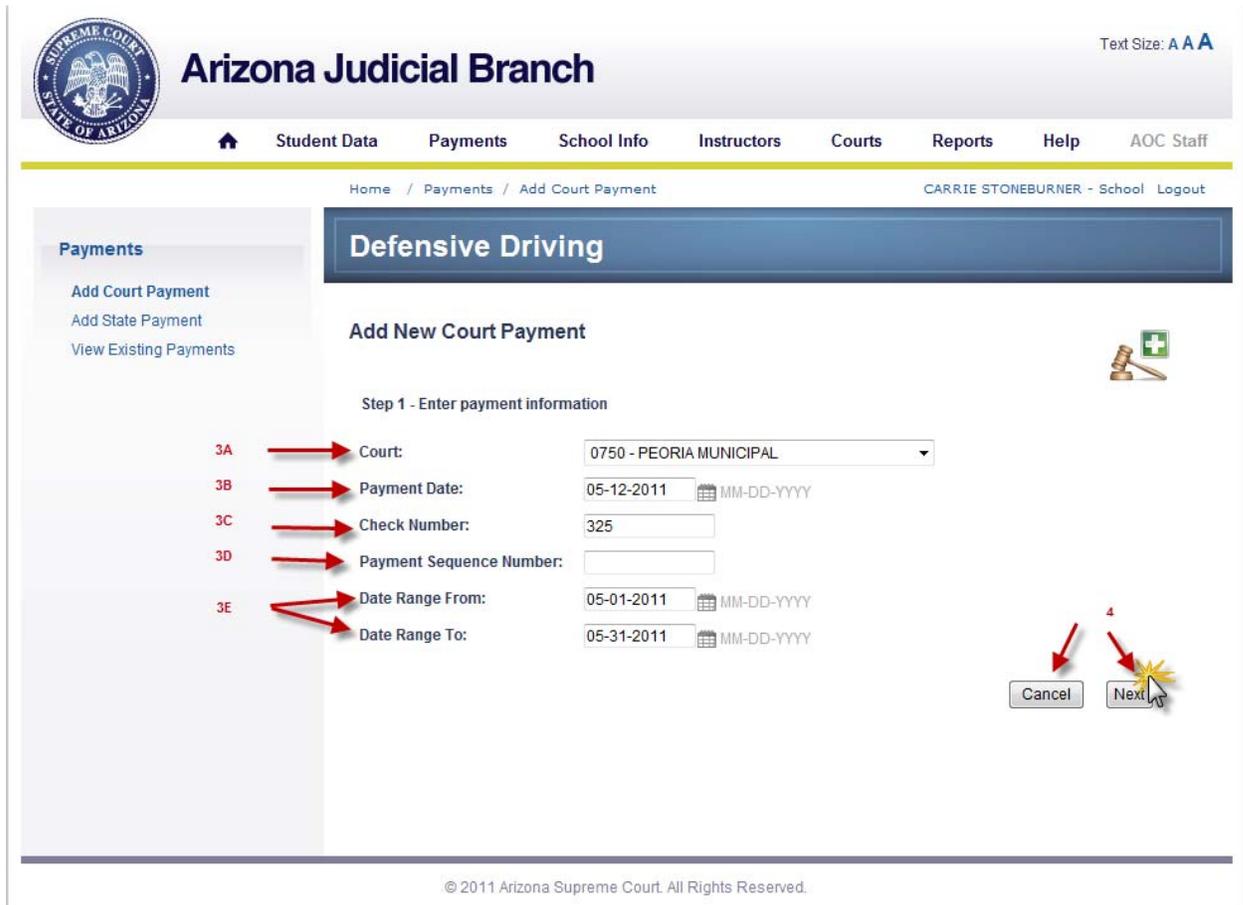
- D. However, if any of the records in the batch failed data or eligibility validation, the following screen will display:
- The screen will display the total records uploaded, with a count of “Successful” and “Error Records” included in the total count.
 - The screen will also display a link to view 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)

Defensive Driving Tracking System II

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.**



Arizona Judicial Branch

Text Size: A A A

Home / Payments / Add Court Payment

CARRIE STONEBURNER - School Logout

Payments

- Add Court Payment
- Add State Payment
- View Existing Payments

Defensive Driving

Add New Court Payment

Step 1 - Enter payment information

3A → Court: 0750 - PEORIA MUNICIPAL

3B → Payment Date: 05-12-2011 MM-DD-YYYY

3C → Check Number: 325

3D → Payment Sequence Number:

3E → Date Range From: 05-01-2011 MM-DD-YYYY

→ Date Range To: 05-31-2011 MM-DD-YYYY

Cancel Next

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Defensive Driving Tracking System II

Add New Court Payment continued

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

The screenshot shows the Arizona Judicial Branch website interface. The header includes the state seal and navigation links. The main content area is titled 'Defensive Driving' and 'Add New Court Payment'. It displays the following information:

Court:	0745 - MESA MUNICIPAL
Payment Date:	05-12-2011
Check Number:	325
Payment Sequence Number:	
Date Range From:	05-01-2011
Date Range To:	05-31-2011

Below the table, it states '0 students eligible for this payment'. A callout box with a gavel icon contains the following text:

Select <Cancel> to return to the entry screen with all previous input cleared.
Select <Back> to return to the entry screen with all previous input intact.
Select <Next> to continue (this will remind you that no records were available to continue)

At the bottom of the screen, it says 'No unassigned student records found eligible for this payment.' and '© 2011 Arizona Supreme Court. All Rights Reserved.'

Defensive Driving Tracking System II

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>.

Arizona Judicial Branch

Text Size: A A A

Home / Payments / Add Court Payment

Bella Stone - School 008 Logout

Defensive Driving

Add New Court Payment

Step 2 - Select students whose fees are included in this payment

Court: [0750 - PEORIA MUNICIPAL](#)

Payment Date: 04-01-2011

Check Number: 325

Payment Sequence Number:

Date Range From: 04-01-2011

Date Range To: 04-30-2011

2 students eligible for this payment

<input type="checkbox"/>	Name	Birth Date	License #	Violation Date	Completion Date
<input type="checkbox"/>	BUTTER, PEANUT	7/14/1971	DLN314	1/10/2011	4/7/2011
<input type="checkbox"/>	BUTTER, PEANUT	7/14/1972	DLN315	1/10/2011	4/19/2011

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Callout 1: Check the box next to the "Name" column heading to select all records. Or Check the box next to each record to selectively identify the records.

Callout 2: Select <Cancel> to return to the entry screen with all previous input cleared. Select <Back> to return to the entry screen with all previous input intact. Select <Next> to continue.

Defensive Driving Tracking System II

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.

Defensive Driving Tracking System II

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!

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". The breadcrumb trail is "Home / Payments / Add Court Payment". The user is identified as "Bella Stone - School 008" with a "Logout" link.

The main content area is titled "Defensive Driving" and "Add New Court Payment". A message states "Payment successfully saved." with a floppy disk icon. Below this message are two links: "View saved payment" and "Add another payment". A red arrow labeled "8A" points to "View saved payment". Another red arrow labeled "8B" points to "Add another payment". To the right of the "Add another payment" link is a gavel icon with a green plus sign.

On the left sidebar, under "Payments", there are three options: "Add Court Payment", "Add State Payment", and "View Existing Payments".

At the bottom of the page, it says "© 2011 Arizona Supreme Court. All Rights Reserved."

Defensive Driving Tracking System II

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."

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". Below the menu, the breadcrumb "Home / View Reports" and user information "Bella Stone - School 008 Logout" are visible. The main content area is titled "Defensive Driving" and contains a "View Reports" section. Under "View Reports", there is a prompt "Select a report to view" and a list of 14 report options. The "Court Un-Paid Diversion Fee Payment Report" is circled in red, and a red arrow points to it from the left. The footer of the page reads "© 2011 Arizona Supreme Court. All Rights Reserved."

Arizona Judicial Branch

Text Size: A A A

Home / View Reports Bella Stone - School 008 Logout

Defensive Driving

View Reports

Select a report to view

- ⇒ Acknowledged Court Rejects Report
- ⇒ Completion Volume
- ⇒ Court Completions
- ⇒ Court Directory
- ⇒ Court Diversion Fee Report
- ⇒ Court Ordered Completions
- ⇒ Court Reject Results Report
- ⇒ Court Remittance Report
- ⇒ Court Un-Paid Diversion Fee Payment Report
- ⇒ Denied Change Request Report
- ⇒ Non-Completed Paid State Fees
- ⇒ Pending Error Statistics
- ⇒ Print 3-Day Completion Statistics
- ⇒ School Completion Activity
- ⇒ School Directory
- ⇒ State Fee Remittance Report
- ⇒ Student Record Submission

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Defensive Driving Tracking System II

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.

Arizona Judicial Branch

Defensive Driving Reports - Court Un-Paid Diversion Fee Payment Report

Shows un-paid Diversion Fee records by Court for the requested completion date range.

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

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

Court Code: 0750 - PEORIA MUNICIPAL

View Report

OR

- (Select All)
- 0100 - APACHE CO SL
- 0101 - ROUND VALLEY
- 0102 - ST. JOHNS JP
- 0103 - PUERCO JP
- 0104 - CHINLE JUSTIC
- 0750 - PEORIA MUNICIPAL

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Defensive Driving Tracking System II

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: End Date:

Court Code/s:

Navigation: 1 of 1 | 100% | Find | Next | Select a format | Export | 

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]	Information removed for security.			02/27/2011	Information removed for security.	04/16/2011	ST	N	\$162.00
				03/07/2011		04/23/2011	ST	N	\$162.00
				12/28/2010		04/02/2011	SI	N	\$162.00
				02/24/2011		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	

Defensive Driving Tracking System II

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.

The screenshot shows the Arizona Judicial Branch website interface. The header includes the state seal and the text "Arizona Judicial Branch" with a "Text Size: A A A" option. The navigation menu contains links for Student Data, Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. The breadcrumb trail reads "Home / Payments / Add Court Payment" and the user is identified as "CARRIE STONEBURNER - School Logout".

The main content area is titled "Defensive Driving" and "Add New Court Payment". A message box indicates: "Existing record found. There is an existing payment with the same Check Number, Payment Sequence Number and Payment Date. Please make changes to the existing payment record. View existing payment". A red arrow points to the "View existing payment" link.

The form fields are as follows:

Court:	0750 - PEORIA MUNICIPAL
Payment Date:	04-01-2011 MM-DD-YYYY
Check Number:	508
Payment Sequence Number:	
Date Range From:	04-01-2011 MM-DD-YYYY
Date Range To:	04-30-2011 MM-DD-YYYY

At the bottom right, there are "Cancel" and "Next" buttons. A callout bubble with a red arrow pointing to the "Cancel" button contains the text: "Select <Cancel> to clear the entered field information (you will be asked to confirm.) Because a new payment record cannot be created with a duplicate check number, clicking <Next> will result in no further action."

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Defensive Driving Tracking System II

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, choose 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.

Arizona Judicial Branch

Text Size: A A A

Home / Payments / Add Court Payment CARRIE STONEBURNER - School Logout

Defensive Driving

Add New Court Payment

Step 1 - Enter payment information

? Court Payment Check Number already exists.
There is an existing court payment with the same Check Number, but different Court Sequence Number and/or Payment Date.
[View existing payment](#)

Court: 0750 - PEORIA MUNICIPAL

Payment Date: 04-02-2011 MM-DD-YYYY

Check Number: 508

Payment Sequence Number:

Date Range From: 04-01-2011 MM-DD-YYYY

Date Range To: 04-30-2011 MM-DD-YYYY

Cancel Next

Click <Cancel> to clear your input fields (you will be asked to confirm).

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Defensive Driving Tracking System II

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.

The screenshot shows the Arizona Judicial Branch website interface. At the top, there is a navigation menu with options: Student Data, Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. The current page is titled 'Defensive Driving' and 'Add New State Payment'. The form is titled 'Step 1 - Enter payment information'. It contains three main input fields: 'Payment Date' (04-01-2011), 'Check Number' (900), and 'Reporting Period' (Mar 16-31 2011). There are 'Cancel' and 'Next' buttons at the bottom right. A mouse cursor is pointing at the 'Next' button. Red arrows labeled 3A, 3B, and 3C point to the respective input fields. A red arrow labeled 4 points to the 'Next' button.

Defensive Driving Tracking System II

Add New State Payment continued

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

The screenshot displays the Arizona Judicial Branch website interface. At the top left is the state seal, and the title 'Arizona Judicial Branch' is centered. A navigation menu includes 'Student Data', 'Payments', 'School Info', 'Instructors', 'Courts', 'Reports', 'Help', and 'AOC Staff'. The user is logged in as 'Bella Stone - School 008'. The page title is 'Defensive Driving' and the sub-page is 'Add New State Payment'. The current step is 'Step 2 - Select students whose fees are included in this payment'. The form fields show: Payment Date: 04-01-2011, Check Number: 900, and Reporting Period: 8-16-2011 to 8-31-2011. A red arrow points to the message '0 students eligible for this payment', which is circled in red. A callout box contains instructions: 'Select <Cancel> to return to the entry screen with all previous input cleared. Select <Back> to return to the entry screen with all previous input intact. Select <Next> to continue (this will remind you that no records were available to continue)'. Buttons for 'Cancel', 'Back', and 'Next' are visible. The footer states '© 2011 Arizona Supreme Court. All Rights Reserved.'

Defensive Driving Tracking System II

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>.

Arizona Judicial Branch Text Size: **AAA**

Home / Payments / Add State Payment Bella Stone - School 008 Logout

Defensive Driving

Add New State Payment

Step 2 - Select students whose fees are included in this payment

Payment Date: 04-01-2011
Check Number: 900
Reporting Period: 3-16-2011 to 3-31-2011

3 students eligible for this payment

<input type="checkbox"/>	Name	Birth Date	License #	Violation Date	Completion Date
<input type="checkbox"/>	KEENEYE, CALABAN E	9/17/1971	CK684748	2/2/2011	3/30/2011
<input type="checkbox"/>	TEST, MAYA L	3/19/1945	D100847620	3/1/2011	4/18/2011
<input type="checkbox"/>	TEST, SARAH E	8/19/1963	D123444	1/1/2011	

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Callout 1: Check the box next to the "Name" column heading to select all records. Or Check the box next to each record to selectively identify the records.

Callout 2: Select <Cancel> to return to the entry screen with all previous input cleared. Select <Back> to return to the entry screen with all previous input intact. Select <Next> to continue.

Defensive Driving Tracking System II

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.

Defensive Driving Tracking System II

Arizona Judicial Branch Text Size: A A A

Home / Payments / Add State Payment Bella Stone - School 008 Logout

Defensive Driving

Add New State Payment

Step 3 - Review and Submit

Payment Date: 04-01-2011
Check Number: 900
Reporting Period: 3-16-2011 to 3-31-2011
Calculated Payment Amount: **\$140.00**

7A →

Select "Cancel" to cancel any further action (you will be asked to confirm)
Select "Back" to return to Step 2
Select "Submit" to complete the

Cancel Back Submit

2 students to add to this payment

Last Name	Birth Date	License #	Violation Date	Comp. Date	State Fee
KEENEYE, CALABAN E	9/17/1971	CK884748	2/2/2011	3/30/2011	\$85.00
TEST, MAYAL	3/19/1945	D100847620	3/1/2011	4/18/2011	\$75.00

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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!

Defensive Driving Tracking System II

Arizona Judicial Branch

Text Size: A A A

Home / Payments / Add State Payment

Bella Stone - School 008 Logout

Payments

- Add Court Payment
- Add State Payment
- View Existing Payments

Defensive Driving

Add New State Payment

Payment successfully saved.
[View saved payment](#) (8A)

[Add another payment](#) (8B)

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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.

Defensive Driving Tracking System II

Arizona Judicial Branch

Text Size: A A A

Student Data Payments School Info Instructors Courts Reports Help AOC Staff

Home / Payments / Add State Payment CARRIE STONEBURNER - School Logout

Defensive Driving

Add New State Payment

Step 1 - Enter payment information

Warning: State Fee Check Number already used for School 029.
Either change the check number, or click 'Next' to continue with a duplicate check number.
[View existing payment](#)

Payment Date: 04-13-2011 MM-DD-YYYY

Check Number: 305

Reporting Period: May 16-31 2011

Cancel Next

Click <Cancel> to clear your input fields (you will be asked to confirm).

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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.)

Defensive Driving Tracking System II

- B. If “Court Payments” is selected, complete the following for the existing court payment (must choose at least 1 search field)
- Court:** Select the court location from the drop down menu.
 - 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.
 - Check Number:** Enter the check number of the existing payment.
 - Completion Date Range:** Use the date range used to create the existing court payment record.
 - 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.

The screenshot shows the Arizona Judicial Branch website interface. At the top, there is a navigation menu with options: Student Data, Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. The main heading is "Defensive Driving". Below this, there is a section titled "View Existing Payments - Search". The form includes a "Search For:" section with radio buttons for "Court Payments" (selected) and "State Fee Payments". The form fields are: Court (dropdown menu showing "0750 - PEORIA MUNICIPAL"), Payment Date (calendar icon, showing "04-01-2011"), Check Number (text input, showing "325"), Completion Date Range (calendar icons, showing "04-01-2011" to "04-30-2011"), and Driver's License Number (text input). Red arrows on the left side of the form point from the instructions to the corresponding fields: 2Bi to Court, 2Bii to Payment Date, 2Biii to Check Number, 2Biv to Completion Date Range, and 2Bv to Driver's License Number. At the bottom of the form, there are "Reset" and "Submit" buttons. A mouse cursor is over the "Submit" button. A small icon of a stack of money is visible on the right side of the form.

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)
- 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.
 - Check Number:** Enter the check number of the existing payment.
 - 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 II

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

The screenshot displays the Arizona Judicial Branch website interface for the Defensive Driving tracking system. The page title is "Defensive Driving" and the sub-section is "View Existing Payments - Search". The search form includes the following elements:

- Search For:** Radio buttons for "Court Payments" and "State Fee Payments".
- Payment Date:** A text input field containing "04-01-2011" with a calendar icon.
- Check Number:** A text input field containing "900".
- Driver's License Number:** An empty text input field.
- Buttons:** "Reset" and "Submit" buttons.

Red arrows labeled 4i, 4ii, and 4iii point to the Payment Date, Check Number, and Driver's License Number fields, respectively. A larger red arrow labeled 5 points to the Submit and Reset buttons. A stack of money icon is visible on the right side of the search form.

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View Existing Payments continued

Defensive Driving Tracking System II

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).

The screenshot shows the Arizona Judicial Branch website interface. At the top, there is a navigation menu with links for Student Data, Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. The main content area is titled "Defensive Driving" and displays "View Existing Payments - Search Results". A search bar indicates that 2 State Fee Payment records were found. Below this, a table lists the search results:

Check #	Pay Date	School
700	4/1/2011	029
700	4/14/2011	029

A red arrow points to the first "700" in the "Check #" column. The footer of the page contains the text "© 2011 Arizona Supreme Court. All Rights Reserved."

View Existing Payments – Detail

Home>Payments>View Existing Payments

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

Defensive Driving Tracking System II

- 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).

Arizona Judicial Branch

Text Size: A A A

Home / Payments / View Existing Payments

Bella Stone - School 008 Logout

Payments

- Add Court Payment
- Add State Payment
- View Existing Payments

Defensive Driving

View Existing Payments - Detail

State Fee Payment Record

Payment Date: 04-01-2011
Check Number: 900
Reporting Period: 03-16-2011 to 03-31-2011
Calculated Payment Amount: **\$140.00**

[Search](#) [Return to List](#) [Previous](#) [Next](#)

1A [Click Here](#) [Run Report](#) [Add Students](#)

2 students assigned

Name	Birth Date	License #	Violation Date	Comp. Date	State Fee
KEENEYE, CALABAN E	9/17/1971	CK884748	2/2/2011	3/30/2011	\$85.00
TEST, MAYA L	3/19/1946	D100847820	3/1/2011	4/18/2011	\$75.00

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View Existing Payments – Add Students (State Fee Payment)

Home>Payments>View Existing Payments

Defensive Driving Tracking System II

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.

The screenshot shows the Arizona Judicial Branch website interface. The header includes the state seal and the text "Arizona Judicial Branch". A navigation menu contains links for Student Data, Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. The breadcrumb trail reads "Home / Payments / View Existing Payments". The user is logged in as "Bella Stone - School 008".

The main content area is titled "Defensive Driving" and "View Existing Payments - Detail". It displays a "State Fee Payment Record" with the following details:

- Payment Date: 04-01-2011
- Check Number: 900
- Reporting Period: 03-16-2011 to 03-31-2011
- Calculated Payment Amount: \$140.00

Navigation options include "Search", "Return to List", "Previous", and "Next". A "Run Report" button is present, and an "Add Students" button is highlighted with a red box and a "Click Here" callout. A small icon of a stack of money is also visible.

Below the payment details, it states "2 students assigned" and provides a table with the following data:

Name	Birth Date	License #	Violation Date	Comp. Date	State Fee
KEENEYE, CALABAN E	9/17/1971	CK684748	2/2/2011	3/30/2011	\$65.00
TEST, MAYAL	3/19/1945	D100847620	3/1/2011	4/18/2011	\$75.00

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

Defensive Driving Tracking System II

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

The screenshot shows the Arizona Judicial Branch website interface. The header includes the Arizona Supreme Court logo and the text "Arizona Judicial Branch" with a "Text Size: AAA" option. A navigation menu contains links for Student Data, Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. The breadcrumb trail reads "Home / Payments / View Existing Payments" and the user is identified as "Bella Stone - School 008" with a "Logout" link.

The main content area is titled "Defensive Driving" and "View Existing Payments - Detail". It includes a "Payments" sidebar with options: "Add Court Payment", "Add State Payment", and "View Existing Payments". The main section contains the following information:

- Payment Date: 05-01-2011
- Check Number: 600
- Reporting Period: 02-16-2011 to 02-28-2011

Navigation links include "Search", "Return to List", "Previous", and "Next". A red callout box with arrows pointing to the "Search" and "Next" buttons contains the following text:

Click "Search" to search for another existing payment.
Click "Cancel" to return to the "View Existing Payment - Detail" screen.
Click "Next" and no action will be done. You will be reminded there were no eligible students found.

Buttons for "Cancel" and "Next" are visible at the bottom right of the callout area.

Two red ovals highlight the following messages on the screen:

- 0 students eligible for this payment
- No unassigned student records found eligible for this payment.

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Defensive Driving Tracking System II

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

Arizona Judicial Branch Text Size: A A A

Home / Payments / View Existing Payments Bella Stone - School 008 Logout

Defensive Driving

View Existing Payments - Detail

Select students to add to this payment

Payment Date: 04-01-2011
Check Number: 900
Reporting Period: 03-16-2011 to 03-31-2011

[Search](#) [Return to List](#) [Previous](#) [Next](#)

Select <Cancel> to return to the "View Existing Payments" search screen.

1 student eligible for this payment

<input checked="" type="checkbox"/>	Name	Birth Date	License #	Violation Date	Completion Date
<input checked="" type="checkbox"/>	TEST, SARAH E	8/19/1963	D123444	1/1/2011	

Select the box next to the "Name" column to select all eligible records.
Or
Select the box next to each record for individual record selection.

Cancel Next

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Defensive Driving Tracking System II

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

- 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).



Arizona Judicial Branch

Text Size: [A](#) [A](#) [A](#)

Home / Payments / View Existing Payments
Bella Stone - School 008 Logout

Defensive Driving

View Existing Payments - Detail

[Search](#) [Return to List](#) [Previous](#) [Next](#)

State Fee Payment Record

Payment Date: 04-01-2011

Check Number: 900

Reporting Period: 03-16-2011 to 03-31-2011

Old Payment Amount: 140.00

New Payment Amount: **205.00**

Click the "Add Students" button to include any other eligible students for this payment.

Click Here

Run Report
Add Students
Submit

1 student to add to this payment

Last Name	Birth Date	License #	Violation Date	Comp. Date	State Fee
TEST, SARAH E	8/19/1963	D123444	1/1/2011		\$65.00

2 students assigned

Name	Birth Date	License #	Violation Date	Comp. Date	State Fee
KEENEYE, CALABAN E	9/17/1971	CK884748	2/2/2011	3/30/2011	\$65.00
TEST, MAYAL	3/19/1945	D100847620	3/1/2011	4/18/2011	\$75.00

\$65 + \$75 = \$140 (old payment amount)

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Defensive Driving Tracking System II

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

- 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.

The screenshot shows the Arizona Judicial Branch website interface. The page title is "Defensive Driving" and the sub-page is "View Existing Payments - Detail". A green checkmark icon and the message "Payment successfully saved." are displayed. The payment details are as follows:

Payment Date:	04-01-2011
Check Number:	900
Reporting Period:	03-16-2011 to 03-31-2011
Calculated Payment Amount:	\$205.00

Below the payment details, it states "3 students assigned" and provides a table of student information:

Name	Birth Date	License #	Violation Date	Comp. Date	State Fee
KEENEYE, CALABAN E	9/17/1971	CK684748	2/2/2011	3/30/2011	\$65.00
TEST, MAYA L	3/19/1945	D100847620	3/1/2011	4/18/2011	\$75.00
TEST, SARAH E	8/19/1963	D123444	1/1/2011		\$65.00

Navigation links include "Search", "Return to List", "Previous", and "Next". A blue callout box with red text and arrows provides instructions: "Click 'Search' to return to the 'View Existing Payments' search screen. Click 'Run Report' to view/print the remittance report for this payment. Click 'Add Students' to add additional qualifying students to this payment." The "Run Report" and "Add Students" buttons are visible at the bottom of the callout.

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Defensive Driving Tracking System II

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>.

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". The breadcrumb trail is "Home / Payments / View Existing Payments". The user is logged in as "Bella Stone - School 008".

The main content area is titled "Defensive Driving" and "View Existing Payments - Detail". It displays a "Court Payment Record" with the following details:

- Court: [0750 - PEORIA MUNICIPAL](#)
- Payment Date: 04-01-2011
- Check Number: 325
- Payment Sequence Number:
- Date Range From: 04-01-2011
- Date Range To: 04-30-2011
- Calculated Payment Amount: **\$162.00**

Navigation links include "Search", "Return to List", "Previous", and "Next". A "Run Report" link is also present. A red callout box with the text "Click Here" points to the "Add Students" button.

Below the payment details, it states "1 student assigned" and provides a table with the following data:

Name	Birth Date	License #	Violation Date	Comp. Date	Diversion Fee	Proc. Serv. Fee
BUTTER, PEANUT	7/14/1971	DLN314	1/10/2011	4/7/2011	\$182.00	

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Defensive Driving Tracking System II

View Existing Payments – Add Students (Court Payment) continued

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

The screenshot displays the Arizona Judicial Branch website interface. The header includes the state seal and navigation menu. The main content area is titled 'Defensive Driving' and shows details for a payment. The payment details are as follows:

Court:	0750 - PEORIA MUNICIPAL
Payment Date:	04-01-2011
Check Number:	325
Payment Sequence Number:	
Date Range From:	04-01-2011
Date Range To:	04-30-2011

Navigation links include [Search](#), [Return to List](#), [Previous](#), and [Next](#). A red callout box explains: 'Click "Search" to search for another existing payment. Click "Cancel" to return to the "View Existing Payment - Detail" screen. Click "Next" and no action will be taken. You will be reminded there were no eligible students found.'

Two red circles highlight the status messages: '0 students eligible for this payment' and 'No unassigned student records found eligible for this payment.'

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Defensive Driving Tracking System II

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>

Arizona Judicial Branch Text Size: A A A

Home / Payments / View Existing Payments Bella Stone - School 008 Logout

Defensive Driving

View Existing Payments - Detail

Select students to add to this payment

Court: [0750 - PEORIA MUNICIPAL](#)

Payment Date: 04-01-2011

Check Number: 325

Payment Sequence Number:

Date Range From: 04-01-2011

Date Range To: 04-30-2011

Search Return to List Previous Next

Select the box next to the "Name" column to select all eligible records.
Or
Select the box next to each record for individual record selection.

student eligible for this payment

<input type="checkbox"/>	Name	Birth Date	License #	Violation Date	Completion Date
<input type="checkbox"/>	BUTTER PEANUT	7/14/1972	DLN315	1/10/2011	4/19/2011

Select <Cancel> to return to the "View Existing Payments" search screen.

Cancel Next

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Defensive Driving Tracking System II

View Existing Payments – Add Students (Court Payment) continued

- 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.)



Arizona Judicial Branch

Text Size: [A](#) [A](#) [A](#)

Home / Payments / View Existing Payments
Bella Stone - School 008 Logout

Payments

- [Add Court Payment](#)
- [Add State Payment](#)
- [View Existing Payments](#)

Defensive Driving

View Existing Payments - Detail


[Search](#) [Return to List](#) [Previous](#) [Next](#)

Court Payment Record

Court:	0750 - PEORIA MUNICIPAL
Payment Date:	04-01-2011
Check Number:	325
Payment Sequence Number:	
Date Range From:	04-01-2011
Date Range To:	04-30-2011
Old Payment Amount:	162.00
New Payment Amount:	324.00

Click the "Add Students" button to include any other eligible students for this

Click Here

[Run Report](#)

1 student to add to this payment

Last Name	Birth Date	License #	Violation Date	Comp. Date	Diversion Fee	Proc. Serv. Fee
BUTTER, PEANUT	7/14/1972	DLN315	1/10/2011	4/19/2011	\$162.00	

1 student assigned

Name	Birth Date	License #	Violation Date	Comp. Date	Diversion Fee	Proc. Serv. Fee
BUTTER, PEANUT	7/14/1971	DLN314	1/10/2011	4/7/2011	\$162.00	

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Defensive Driving Tracking System II

View Existing Payments – Add Students (Court Payment) continued

- 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.

Arizona Judicial Branch Text Size: **AA**

[Home](#) / [Payments](#) / [View Existing Payments](#) Bella Stone - School 008 [Logout](#)

Defensive Driving

View Existing Payments - Detail

Payment successfully saved.

Court: [0750 - PEORIA MUNICIPAL](#)
 Payment Date: 04-01-2011
 Check Number: 325
 Payment Sequence Number:
 Date Range From: 04-01-2011
 Date Range To: 04-30-2011
 Calculated Payment Amount: **\$324.00**

2 students assigned

Name	Birth Date	License #	Violation Date	Comp. Date	Diversion Fee	Proc. Serv. Fee
BUTTER, PEANUT	7/14/1971	DLN314	1/10/2011	4/7/2011	\$162.00	
BUTTER, PEANUT	7/14/1972	DLN315	1/10/2011	4/19/2011	\$162.00	

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Defensive Driving Tracking System II

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)

Arizona Judicial Branch Text Size: [A](#) [A](#) [A](#)

Home / School Information / School Base Info Bella Stone - School 008 Logout

Defensive Driving

School Information

- School Base Info
- Class Locations
- Add New Class Location
- Scheduled Classes
- Add New Scheduled Classes
- Batch Upload Schedules

School Base Info

School: 00 -

Address: 3160 CHANDLER, AZ 85225

Phone: (480) 857

Email:

Contact 1: DAVID

Contact 2:

Counties Served: MARICOPA, PINAL

Comments:

Status: Active

Online/Batch: B

School information has been removed for privacy.

3A → [Upcoming Classes](#)

3B → [Instructors](#)

3C → [Class Locations](#)

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Defensive Driving Tracking System II

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.

Arizona Judicial Branch Text Size: A A A

Home / School Information / Class Locations CARRIE STONEBURNER - School Logout

Defensive Driving

Class Locations

13 records found. Click an ID number to view that location record.

Click on the "Search" link to locate a specific class location.

Click on the "ID" link to view the class location details.

ID	Name	Address	City	County
0291	Chandler Fashion Center	3111 W. Chandler Blvd. (Community Room.)	Chandler	MARICOPA
02910	Twin Palms - Tempe	225 E. Apache Blvd.	Tempe	MARICOPA
02911	Comfort Suites - Tucson	7007 E. Tanque Verde	Tucson	PIMA
02912	Riverpark Inn - Tucson	350 South Freeway	Tucson	PIMA
02913	Windmill Inn - Tucson	4250 N. Campbell Ave.	Tucson	PIMA
0292	Comfort Inn - Scottsdale	7350 E. Gold Dust	Scottsdale	MARICOPA
0293	Comfort Suites - Peoria	8473 W. Paradise Ln	Peoria	MARICOPA
0294	Holiday Inn - West Phoenix	1500 N. 51st Ave	Phoenix	MARICOPA
0295	La Quinta Inn - Mesa	902 W. Grove Ave.	Mesa	MARICOPA
0296	La Quinta Inn - Phoenix	2510 W. Greenway	Phoenix	MARICOPA
0297	Hampton Inn - Mesa	1563 S. Gilbert Rd.	Mesa	MARICOPA
0298	Radisson Hotel - Ahwatukee	7475 W. Chandler Blvd.	Chandler	MARICOPA
0299	Residence Inn - Tempe	5075 S. Priest Dr.	Tempe	MARICOPA

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Defensive Driving Tracking System II

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

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" link on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". Below the menu, the breadcrumb trail is "Home / School Information / Class Locations" and the user is identified as "CARRIE STONEBURNER - School Logout".

The main content area is titled "Defensive Driving" and "Class Locations - Search". It contains the following form fields:

- Location ID:** A dropdown menu with "0291 - Chandler Fashion Center" selected. A red arrow labeled "1A" points to this field.
- Location Name:** A text input field containing "Chandler Fashion Center". A red arrow labeled "1B" points to this field.
- City:** A dropdown menu with "CHANDLER" selected. A red arrow labeled "1C" points to this field.

Below the form fields are "Reset" and "Submit" buttons. A mouse cursor is hovering over the "Submit" button. A "Cancel" link is located below the form fields, with a red arrow pointing to it and a note: "Click 'Cancel' to return to the previous screen".

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Defensive Driving Tracking System II

Class Locations – Search Results

Home>School Information>Class Locations

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

The screenshot displays the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". Below this, a breadcrumb trail shows "Home / School Information / Class Locations" and the user "CARRIE STONEBURNER - School" is logged out. The main content area is titled "Defensive Driving" and "Class Locations - Search Results". A search icon is followed by the text "0 records found." and a larger message "No matching records found." is centered. On the right, there are "Show All" and "Search" links. A callout box with a cloud background contains instructions: "Click 'Show All' to view all school's class locations. Click 'Search' to return to the 'Class Locations - Search' option." A sidebar on the left lists "School Information" options: "School Base Info", "Class Locations", "Add New Class Location", "Scheduled Classes", "Add New Scheduled Classes", and "Batch Upload Schedules". The footer contains the copyright notice "© 2011 Arizona Supreme Court. All Rights Reserved."

Defensive Driving Tracking System II

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.)

Arizona Judicial Branch Text Size: A A A

Home / School Information / Class Locations CARRIE STONEBURNER - School Logout

Defensive Driving

Class Locations - Search Results

2 records found. Click an ID number to view that location record. [Show All](#) [Search](#)

ID	Name	Address	City	County
0291	Chandler Fashion Center	3111 W. Chandler Blvd. (Community Room.)	Chandler	MARICOPA
0298	Radisson Hotel - Ahwatukee	7475 W. Chandler Blvd.	Chandler	MARICOPA

Click the record "ID" link to view the location details.

Click "Show All" to view all school's class locations. Click "Search" to return to the "Class Locations - Search" option.

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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>**

Defensive Driving Tracking System II

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.

Defensive Driving Tracking System II

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>***

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". Below the menu, the breadcrumb trail is "Home / School Information / Add New Class Location". The user is identified as "CARRIE STONEBURNER - School" with a "Logout" link.

The main content area is titled "Defensive Driving" and "Add New Class Location". On the left, a sidebar lists "School Information" options: "School Base Info", "Class Locations", "Add New Class Location", "Scheduled Classes", "Add New Scheduled Classes", and "Batch Upload Schedules".

The form fields are as follows:

- 1A Location Name:
- 1B Street 1:
- 1C Street 2:
- 1D City:
- 1E State:
- 1F Zip:
- 1G County:

A "Submit" button is located at the bottom right of the form, with a red callout box saying "Click Here" pointing to it. A globe icon with a green plus sign is also present in the top right of the form area.

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Add New Class location continued

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

Defensive Driving Tracking System II

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". Below the menu, a breadcrumb trail shows "Home / School Information / Add New Class Location". The user is identified as "Bella Stone - School 008" with a "Logout" link.

The main content area is titled "Defensive Driving" and contains a sub-section "Add New Class Location". A yellow message box states "Record successfully saved." followed by the text: "The record has been validated and successfully saved in the location table." Below this is a link "View saved location" with a red arrow pointing to it. To the right, there is a globe icon with a green plus sign and a link "Enter another location" with a red arrow pointing to it. Below the link is the text: "Click here to enter another class location." A red arrow also points to the "View saved location" link with the text: "Click here to obtain the class ID for the new location, which will be needed when scheduling classes at the new location."

On the left side, there is a "School Information" sidebar with links: "School Base Info", "Class Locations", "Add New Class Location", "Scheduled Classes", "Add New Scheduled Classes", and "Batch Upload Schedules".

At the bottom, the copyright notice reads: "© 2011 Arizona Supreme Court. All Rights Reserved."

Scheduled Classes

Home>School Information>Scheduled Classes

Defensive Driving Tracking System II

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.

Supreme Court
State of Arizona

Arizona Judicial Branch

Text Size: A A A

Home / School Information / Scheduled Classes

Bella Stone - School 008 Logout

Defensive Driving

Scheduled Classes

2 records found. Click an ID number to view that class record.

ID	Class Date	Class Time	Spanish?	Location	Instructor
93	06-01-2011 , 06-30-2011	8:00am - 12:00pm		La Quinta	Abate, Raymond A
94	07-01-2011 , 07-31-2011	1:00pm - 5:00pm	Yes	Hilton East	MOLINA, ROBERT

Click the "ID" link to view the class detail screen.

Click "Search" to locate a specific class.

Click "Location" link to view the class location detail screen.
Click "Instructor" link to view the Instructor detail screen.

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Defensive Driving Tracking System II

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.

Arizona Judicial Branch Text Size: A A A

Home / School Information / Scheduled Classes / Bella Vista - School 008 Logout

Defensive Driving

Click "Search" to return to the "Scheduled Classes - Search" screen.
Click "Return to List" to return to the "Scheduled Classes - Search Results" screen.

Scheduled Classes - Detail

View or Update class information.

[Search](#) [Return to List](#) [Previous](#) [Next](#)

Click "Previous" or "Next" to go to the previous or next record in the list. Option will be grayed out if no records are available.

1A → Class Date 1: 06-01-2011 MM-DD-YYYY

1B → Class Date 2: 06-30-2011 MM-DD-YYYY

1C → Start: 8 00 am

1D → End: 12 00 pm

1E → Class in Spanish?:

1F → Instructor: 756 - Abate, Raymond A [View Instructor](#)

Click here to view the instructor details.

1G → Location: 00823 - La Quinta [View Location](#)

6530 E Superstition Springs Blvd [View Location](#)
Mesa, AZ 85206

Click here to view the class location details.

[Delete](#) [Submit](#)

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Defensive Driving Tracking System II

Scheduled Classes – Detail continued.

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

The screenshot displays the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: AAA" option on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". Below the menu, the breadcrumb trail shows "Home / School Information / Scheduled Classes" and the user is identified as "Bella Stone - School 008" with a "Logout" link.

The left sidebar contains "School Information" with sub-links: "School Base Info", "Class Locations", "Add New Class Location", "Scheduled Classes", "Add New Scheduled Classes", and "Batch Upload Schedules". A red arrow points to the "Scheduled Classes" link.

The main content area is titled "Defensive Driving" and "Scheduled Classes". A yellow confirmation box states: "Record successfully saved. The record has been validated and successfully saved in the class table." To the right of this box are navigation links: "Search", "Return to List", "Previous", and "Next".

Below the confirmation, the class details are shown as follows:

Class Date 1:	06-01-2011	MM-DD-YYYY
Class Date 2:	06-30-2011	MM-DD-YYYY
Start:	8 00 am	
End:	12 00 pm	
Class in Spanish?:	<input type="checkbox"/>	
Instructor:	756 - Abate, Raymond A	View Instructor
Location:	00823 - La Quinta	

6530 E Superstition Springs Blvd [View Location](#)
Mesa, AZ 85206

At the bottom right of the form area are "Delete" and "Submit" buttons.

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Defensive Driving Tracking System II

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:** 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.

The screenshot shows the 'Add New Scheduled Classes' form for 'Defensive Driving' on the Arizona Judicial Branch website. The form includes the following fields and options:

- 1A** → **Class Date 1:** 06-01-2011 (MM-DD-YYYY)
- 1B** → **Class Date 2:** 06-30-2011 (MM-DD-YYYY)
- 1C** → **Start:** 8:00 am
- 1D** → **End:** 12:00 pm
- 1E** → **Class in Spanish?:**
- 1F** → **Instructor:** 756 - Abate, Raymond A. [View Instructor](#)
- 1G** → **Location:** 00823 - La Quinta. [View Location](#)
6530 E Superstition Springs Blvd
Mesa, AZ 85206

Annotations on the screenshot include:

- Red arrows pointing from labels 1A through 1G to their respective form fields.
- A red arrow pointing to the 'View Instructor' link with the text: "Click here to view the instructor details."
- A red arrow pointing to the 'View Location' link with the text: "Click here to view the class location details."
- A red box labeled "Click Here" pointing to the "Submit" button.

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Defensive Driving Tracking System II

Add New Scheduled Classes continued

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

The screenshot displays the Arizona Judicial Branch website interface. At the top left is the state seal, and the title "Arizona Judicial Branch" is centered. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". The breadcrumb trail reads "Home / School Information / Add New Scheduled Classes". The user is identified as "Bella Stone - School 008" with a "Logout" link. The main content area is titled "Defensive Driving" and contains a sub-section "Add New Scheduled Classes". A confirmation message states: "Record successfully saved. The record has been validated and successfully saved in the class schedule table." Below this is a link "View saved class" with a red arrow pointing to it. Another red arrow points to a "Click here to view the new class." link. On the right, there is a calendar icon with a plus sign and a link "Enter another class" with a red arrow pointing to it. A red text box below says "Click here to enter another scheduled class." A sidebar on the left lists "School Information" options: "School Base Info", "Class Locations", "Add New Class Location", "Scheduled Classes", "Add New Scheduled Classes" (highlighted), and "Batch Upload Schedules". The footer contains the copyright notice: "© 2011 Arizona Supreme Court. All Rights Reserved."

Defensive Driving Tracking System II

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.

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the Arizona State Seal. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation menu includes: Home, Student Data, Payments, School Info, Instructors, Courts, Reports, Help, and AOC Staff. Below the menu, the breadcrumb trail is "Home / School Information / Batch Upload Schedules" and the user is identified as "bella stone - School 029 Logout".

The main content area is titled "Defensive Driving" and "Batch Upload Class Schedules". It contains the instruction: "Click the 'Browse' button to find the file, then click 'Upload'". There is a text input field, a "Browse..." button, and an "Upload" button. A red arrow points from the "Browse..." button to a red text box that says: "1A. Click here to search for the .xml file located on your computer's hard" next to a folder icon. Another red arrow points from the "Batch Upload Schedules" menu item in the left sidebar to the "Browse..." button.

At the bottom of the page, it says "© 2011 Arizona Supreme Court. All Rights Reserved."

Defensive Driving Tracking System II

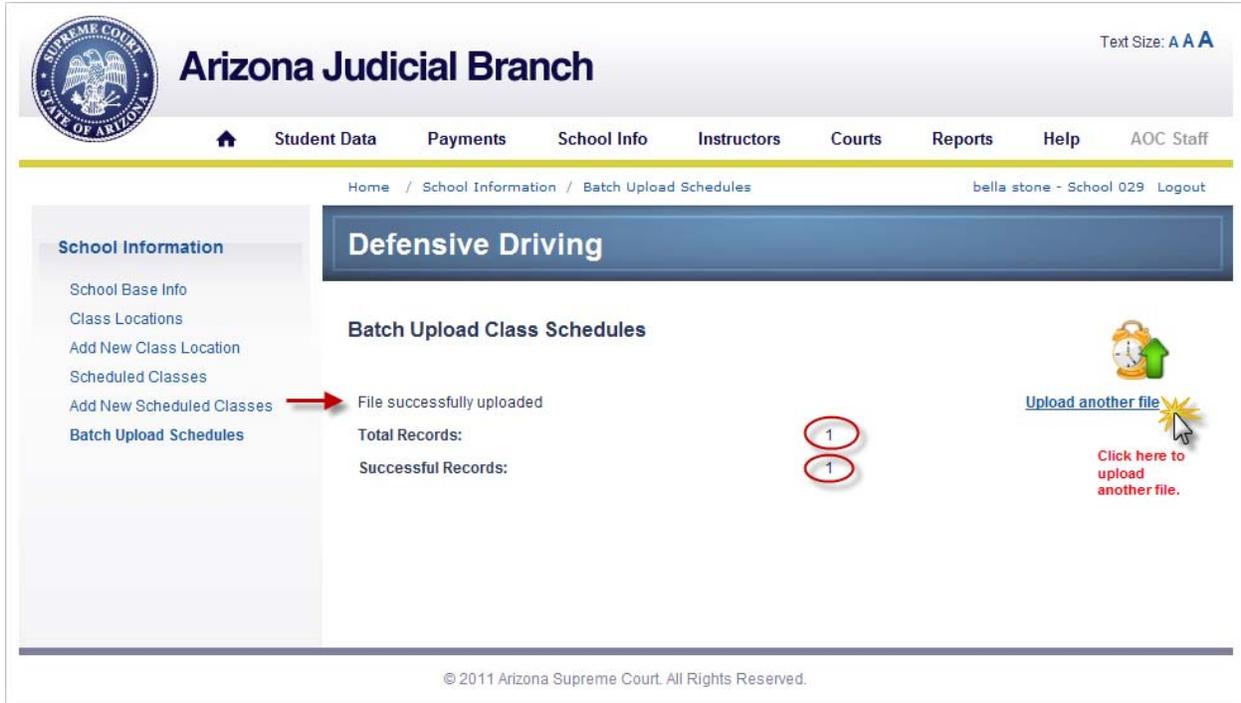
Batch upload schedules continued

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

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". Below the menu, the breadcrumb trail is "Home / School Information / Batch Upload Schedules". The user is identified as "bella stone - School 029" with a "Logout" link. The main content area is titled "Defensive Driving" and "Batch Upload Class Schedules". It contains the instruction: "Click the 'Browse' button to find the file, then click 'Upload'". A file path is shown in a text box: "C:\Users\cstonebu\Documents\DD Phase 2\Testing Data\02", followed by a "Browse..." button. Below this is an "Upload" button with a mouse cursor hovering over it. A small alarm clock icon is visible in the top right of the content area. The footer contains the copyright notice: "© 2011 Arizona Supreme Court. All Rights Reserved."

- 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.

Defensive Driving Tracking System II



Arizona Judicial Branch

Text Size: A A A

Home / School Information / Batch Upload Schedules bella stone - School 029 Logout

Defensive Driving

Batch Upload Class Schedules

File successfully uploaded

Total Records: 1

Successful Records: 1

[Upload another file](#)

Click here to upload another file.

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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.

Defensive Driving Tracking System II

Arizona Judicial Branch

Text Size: A A A

Home / School Information / Batch Upload Schedules

bella stone - School 029 Logout

Defensive Driving

Batch Upload Class Schedules

File successfully uploaded

Total Records: 1

Successful Records: 0

Error Records: 1 Class Schedule error records are not imported.

Record 1. ClassLocationCd: '129'
Invalid Location ID.

Record 1. DLNumber: 'D00000666'
Invalid DriverLicenseID for InstructorID 666.

[Upload another file](#)

Click here to upload another file.

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Instructors

Home>Instructor Data

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

Defensive Driving Tracking System II

Arizona Judicial Branch

Text Size: AAA

Home / Instructor Data

Bella Stone - School 008 Logout

Defensive Driving

Instructor Data - Results

25 records found. Click a record number to view that instructor record.

[Search](#)

ID	Last Name	MI	Nickname	License #	Active?
756	Abate	A			Y
881	Arellano	E		Information removed for privacy and security.	Y
697	Arnout	P	Patrice		Y
872	Becker	W	Rich		Y

Click the record ID to view the instructor detail screen.

Click here to search for a specific instructor.

Instructor Data – Search

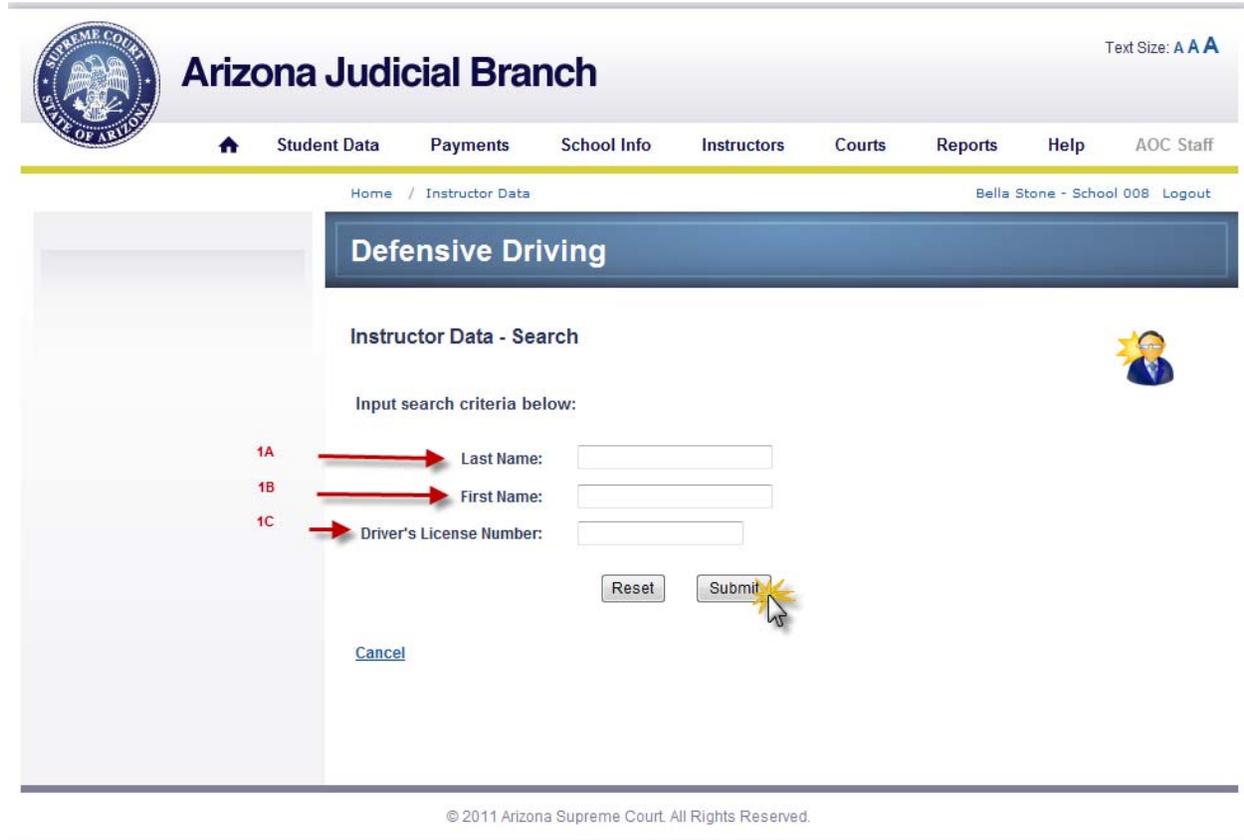
Home>Instructor Data

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

Defensive Driving Tracking System II

- 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.***



Supreme Court
STATE OF ARIZONA

Arizona Judicial Branch

Text Size: A A A

Home / Instructor Data

Bella Stone - School 008 Logout

Defensive Driving

Instructor Data - Search

Input search criteria below:

1A → Last Name:

1B → First Name:

1C → Driver's License Number:

[Cancel](#)

Reset Submit

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Defensive Driving Tracking System II

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.

Arizona Judicial Branch Text Size: A A A

Home / Instructor Data Bella Stone - School 008 Logout

Defensive Driving

Click "Search" to search for a specific instructor.
Click "Show All" to view all instructors.
Click "Return to List" to return to the search results list.

[Search](#) [Show All](#) [Return to List](#) [Previous](#) [Next](#)

Information removed for security and privacy.

Click "Next" or "Previous" to go to the previous or next record in the list. Option will be grayed out if no records are available.

Instructor Data - Detail

Certification ID:	413
Name:	
Nick Name:	ROBERT
Driver's License Number:	
Driver's License State:	AZ
Birth Date:	01-01-1900
Active Status?:	Y
Contact Info:	

[Upcoming Classes](#)

Click here for a list of the instructor's future classes.

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Defensive Driving Tracking System II

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>

The screenshot shows the Arizona Judicial Branch website interface. At the top left is the Arizona Supreme Court logo. The main header reads "Arizona Judicial Branch" with a "Text Size: A A A" option on the right. A navigation menu includes "Student Data", "Payments", "School Info", "Instructors", "Courts", "Reports", "Help", and "AOC Staff". Below the menu, the breadcrumb "Home / Court Information" and user information "Bella Stone - School 008 Logout" are visible. A blue banner for "Defensive Driving" is present. The "Court Information - Search" section contains a search form with the following elements:

- Input search criteria below:
Please select the Court from the dropdown or enter a partial Court Name below.
- A dropdown menu for "Court" with the option "- Show All -". A red arrow labeled "2A" points to this dropdown.
- A text input field for "Court Name" containing the text "mesa". A red arrow labeled "2B" points to this field.
- "Reset" and "Submit" buttons.
- A red callout box with the text "Click Here" pointing to the "Submit" button.

At the bottom of the page, the copyright notice reads: © 2011 Arizona Supreme Court. All Rights Reserved.

Defensive Driving Tracking System II

Court Information – Search Results

Home>Court Information

1. After selecting <Submit> in the prior search screen, if more than one result is found, the below list will display. Otherwise, the one result will display in the “Court Information – Detail” screen.

Arizona Judicial Branch

Text Size: A A A

Home / Court Information

Bella Stone - School 008 Logout

Defensive Driving

4 records found. Click a Court Code to view that court record.

[Show All](#) [Search](#)

Court Code	Court Name	City	Diversion Fee	Effective Date
0705	EAST MESA JP	MESA	\$65.00	07-01-2003
0715	WEST MESA JP		\$65.00	07-01-2003
0721	NORTH MESA JP		\$65.00	07-01-2003
0745	MESA MUNICIPAL	MESA	\$90.00	01-01-2006

Click the "Court Code" id link to view the detail screen for that court.

Click "Show All" to view a list of all the courts. Click "Search" to return

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Defensive Driving Tracking System II

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.

Arizona Judicial Branch Text Size: **AAA**

Home / Court Information | a Stone - School 008 Logout

Defensive Driving

Court Information - Detail

Court: 0745 - MESA MUNICIPAL
Juvenile Fee Waived?: No
Diversion Fee: \$90.00 - Effective 1/1/2006
Presiding Judge: Hon. J. Matias Tafoya
Street: 245 W. SECOND STREET
City, State Zip: MESA, AZ 85201
Phone: (480) 644-3105
Fax: (480) 644-2927
Public Phone: (480) 644-2255
Email:
Contacts: GLORIA HOLLAND
EDNA RAMON
Comments: 28-701.02 Must see judge

[Diversion Fee History](#)

Click "Search" to return to the "Court Information - Search" screen.
Click "ShowAll" to view a list of all courts.
Click "Return to List" to return to the "Court Information - Search Results" screen.

[Search](#) [Show All](#) [Return to List](#) [Previous](#) [Next](#)

Click "Next" or "Previous" to go to the previous or next record in the list. Option will be grayed out if no records.

Click here to view the court's Diversion Fee History.

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[Diversion Fee History](#)

Diversion Fee	Effective Date
\$90.00	01-01-2006
\$80.00	01-01-2003

Defensive Driving Tracking System II

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 Judicial Branch Text Size: A A A

Home / View Reports Bella Stone - School 008 Logout

Defensive Driving

View Reports

Select a report to view

- ➔ Acknowledged Court Rejects Report
- ➔ Completion Volume
- ➔ Court Completions
- ➔ Court Directory
- ➔ Court Diversion Fee Report
- ➔ Court Expected Receipts
- ➔ Court Ordered Completions
- ➔ Court Reject Results Report
- ➔ Court Remittance Report
- ➔ Denied Change Request Report
- ➔ Duplicate Driver's License
- ➔ Non-Completed Paid State Fees
- ➔ Pending Error Statistics
- ➔ Print 3-Day Completion Statistics
- ➔ Print 3-Day Completion Statistics Detail
- ➔ School Completion Activity
- ➔ School Directory
- ➔ State Fee Remittance Report
- ➔ State Fee Remittance Report(Auto)
- ➔ State Fee Remittance Report(School)
- ➔ Student Record Submission

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Defensive Driving Tracking System II

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.

Arizona Judicial Branch

Defensive Driving Reports - State Fee Remittance Report

Report of student state fees paid by school

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

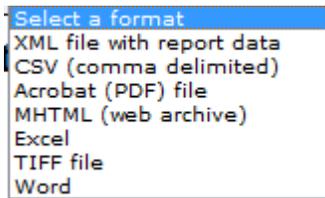
SchoolCd	008	StFeeCheckNum	600	View Report
Payment Date	5/1/2011			

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Defensive Driving Tracking System II

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".



Arizona Judicial Branch

Defensive Driving Reports - State Fee Remittance Report

Report of student state fees paid by school



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

SchoolCd	008	StFeeCheckNum	600	View Report
Payment Date	5/1/2011			

1 of 1 | 100% | Find | Next | Select a format | Export | Print



School Paying: 008 AZ TRAFFIC SCHOOLS, LLC Report Date: 5/23/2011 12:38:36 PM

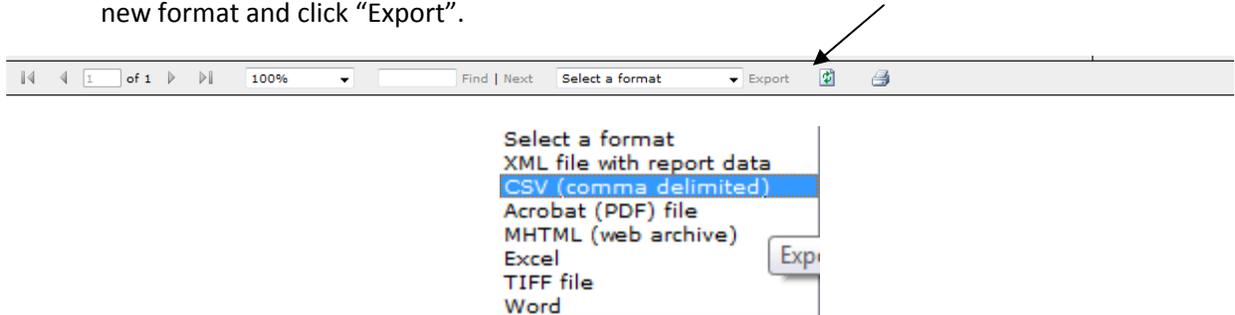
State Fee Check Number: 600 Remittance Date: 05/01/2011

Student Count: 1

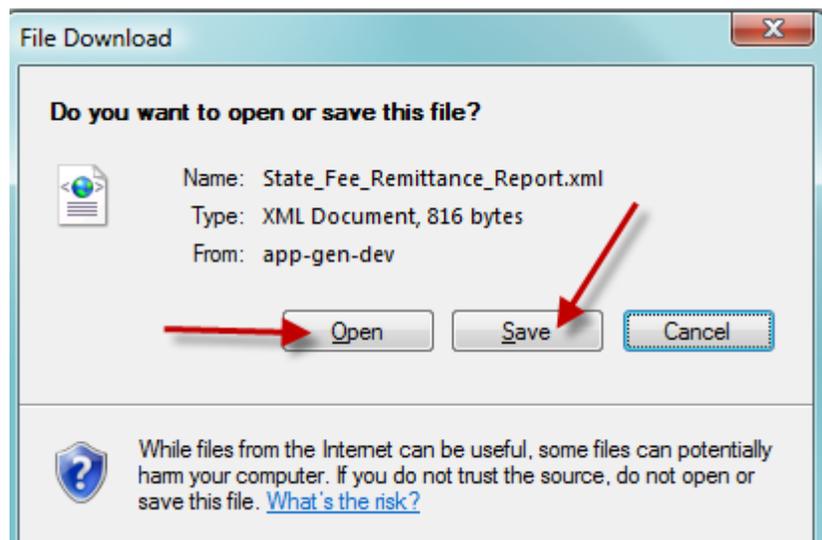
Last Name	First Name	Birth Date	DL Number	ST.	Viol. Date	Sch. Rec. Dt	Comp. Date	Prev. Pd. Sch.	P/F	Desc Short
TESTTTY	TIMMY	01/01/1985	B12345678901	AZ	02/25/2011	02/28/2011	02/28/2011		P	Completed

Defensive Driving Tracking System II

- Export report results.** Use this option to export the report's results to another format. Select a new format and click "Export".



- 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 [0101]				02/26/2011		05/07/2011	ST	N	\$85.00
				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

Defensive Driving Tracking System II

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. 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. 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"

Defensive Driving Tracking System II

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.

Defensive Driving Tracking System II

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

Defensive Driving Tracking System II

Appendix continued

Instructor Status Codes

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