



Virginia Department of Juvenile Justice

BADGE

Balanced Approach Data
Gathering Environment

Login & Search Manual

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Key/Legend

The BADGE application and the manuals use various styles and icons. Below are their explanations. The **BADGE Application** covers all BADGE modules while the **BADGE Module** covers this specific module.

Individual users may not have read or write privileges for every module; therefore, you may not be able to add, edit, or delete certain information in BADGE.

BADGE Application

Style/Symbol	Meaning
 Calendar Screen Icon	In order to select a date, click the Calendar Screen Icon and select the date.
 Printer Icon	In order to print a report or document, click the Printer Icon in the <i>Report Viewer</i> screen.
 Save Icon	In order to export and save a document, (i) click the Save Icon , and a drop-down menu will appear, (ii) select the format for the document, (iii) select the location of where you would like to save the document, and (iv) click the Save button.
 Scroll Bar	A Scroll Bar allows the user to move the window viewing area up, down, left, or right. The Scroll Bar can be vertical or horizontal and is commonly located on the far right or bottom of the window.
 Next Page Button	In order to go to the next page of a report, click the Next Page button.
 Magnifying Glass	Click the magnifying glass to expand a comment/textbox.
 Warning Symbol	Denotes mandatory admission fields.

BADGE Module

Style/Symbol	Meaning
Bolded	Name of a function, key, button, or option.
Hyperlink	Press the Ctrl key and click the hyperlink in order to be transferred to another document or a specific topic within the same document for more information.
<i>Italicized</i>	Name of a tab.
 Notepad Bullet	Tips and notes provide additional information, exceptions, or special circumstances that apply to a particular topic or area in BADGE.
 Reference Bullet	Refer to another page or resource for additional information.
<u><i>Underlined and Italicized</i></u>	Name of a screen.

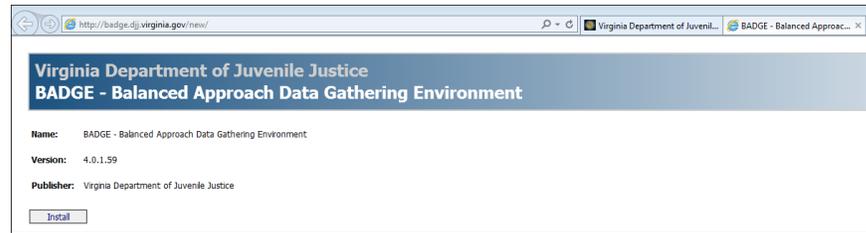
The BADGE manuals are instructional guides for users to understand how to use BADGE. The BADGE manuals will apply the same formatting but individual information. This manual addresses the steps on how to log in and search on BADGE.

Updates to the manuals are made frequently and uploaded to DJJ's website without any notification. For this reason, it is recommended that you access the manuals solely through the website instead of downloading and printing them to ensure that you have the most up-to-date version.

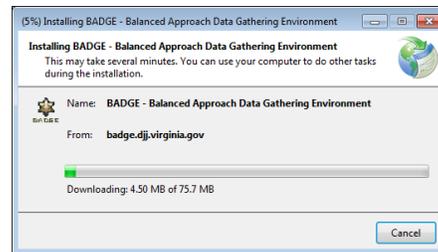
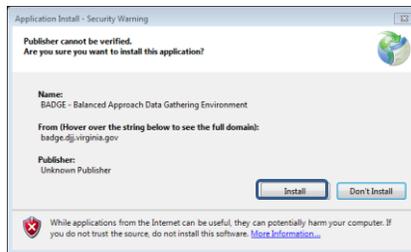
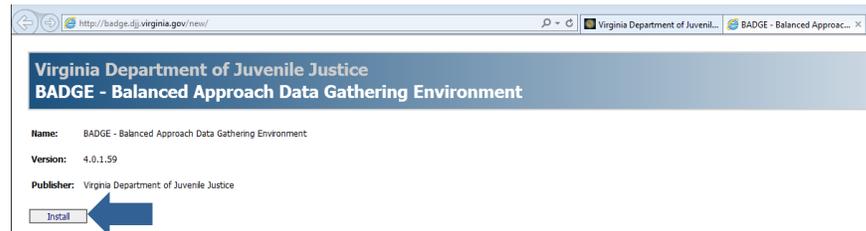
Install BADGE

In order to install BADGE:

1. (i) Open an internet browser, (ii) enter the DJJ website (<http://www.djj.virginia.gov/>), (iii) click the **Staff Tools** menu, (iv) select the **Install BADGE** option from the drop-down menu, and the **BADGE – Balanced Approach Data Gathering Environment** internet tab will appear.



2. (i) Click the **Install** button, and the *Application Install – Security Warning* screen will appear, (ii) click the **Install** button, and the *Installing BADGE – Balanced Approach Data Gathering Environment* screen will appear.



3. When the installation is complete, the *BADGE [Current Year] Login* screen will appear.

The BADGE background color changes throughout the year.



Depending on your computer settings, you may have to single or double click the BADGE icon.

4. After the installation is complete, the BADGE icon will automatically be added to the **Desktop** and **All Programs** screen under **Start**.
 - a. In order to access BADGE from the **Desktop**, click the **BADGE – Balance Approach Data Gathering Environment** icon.
 - b. In order to access BADGE from the **All Programs**, click (i) **Start**, (ii) **All Programs**, (iii) **Virginia Department of Juvenile Justice**, and (iv) **BADGE – Balance Approach Data Gathering Environment**.

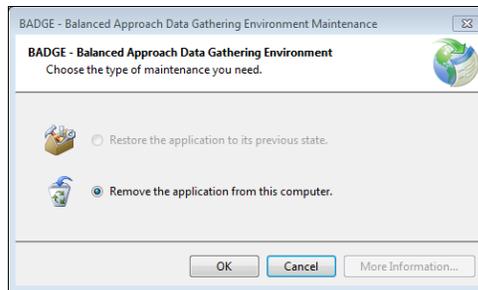
Add BADGE To Taskbar

In order to access BADGE from the **Taskbar**, click the **BADGE** icon.

1. To add BADGE to the taskbar from the **Desktop**, drag and drop the **BADGE** icon to the taskbar.
2. To add BADGE to the taskbar from **All Programs**, click (i) **Start**, (ii) **All Programs**, (iii) **Virginia Department of Juvenile Justice**, (iv) right-click **BADGE – Balance Approach Data Gathering Environment**, (v) click **Pin to Taskbar**, and the **BADGE** icon will appear on your taskbar.

Uninstall BADGE

1. In order to uninstall BADGE:
 - a. Click (i) **Start**, (ii) **Control Panel**, (iii) **Uninstall a program**, (iv) **BADGE – Balance Approach Data Gathering Environment**, and (v) **Uninstall/Change**, and the **BADGE – Balanced Approach Data Gathering Environment Maintenance** screen will appear, and (vi) click the **OK** button.



- b. **Cancel Button**
 - i. Click the **Cancel** button to cancel uninstalling BADGE.
- Refer to the [Install BADGE](#) section on how to install BADGE.

Log In To BADGE

The data in the Training database is simulated and is only used for training and practice. In order to view, add, delete, or edit live data, log in to the Production database.

Log In To The Training Database

The login information used to access the **BADGE Training** database will be different from your personal login information. From the **BADGE Login** screen:

1. Type the **User name** for the users CSU (i.e., DJJ_CSU#).
2. (i) Press the **Tab** button, or click on the **Password** field, and (ii) type the **Password** for the CSU (i.e., CSU + the CSU#).
3. (i) Press the **Tab** button, or click the **Database** drop-down menu, (ii) select **Training**, (iii) click the **Ok** button, and the **BADGE** home screen will appear.



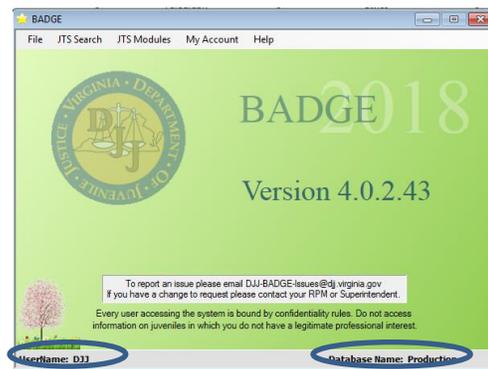
- Refer to [Forgot Password](#) on what to do for a forgotten password.
- Refer to [Show Password](#) on how to show the typed in password.

Log In To The Production Database

The login information used to access the BADGE **Production** database will be your personal login information. From the BADGE Login screen:

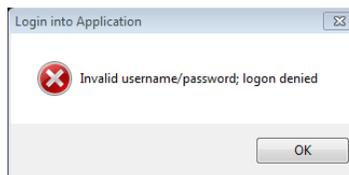
1. Type your **User name** (DJJ_EXAMPLE).
2. (i) Press the **Tab** button, or click on the **Password** field, and (ii) type your password.
3. (i) Press the **Tab** button, or click the **Database** drop-down menu, (ii) select **Production**, (iii) click the **Ok** button, and the BADGE home screen will appear.

If you do not have a personal login, please consult your supervisor.



4. If the login information entered is incorrect, an error screen will appear. Click the **OK** button and repeat steps 1 through 3 from above making sure to enter the correct information.

It is important to configure security questions as soon as possible.

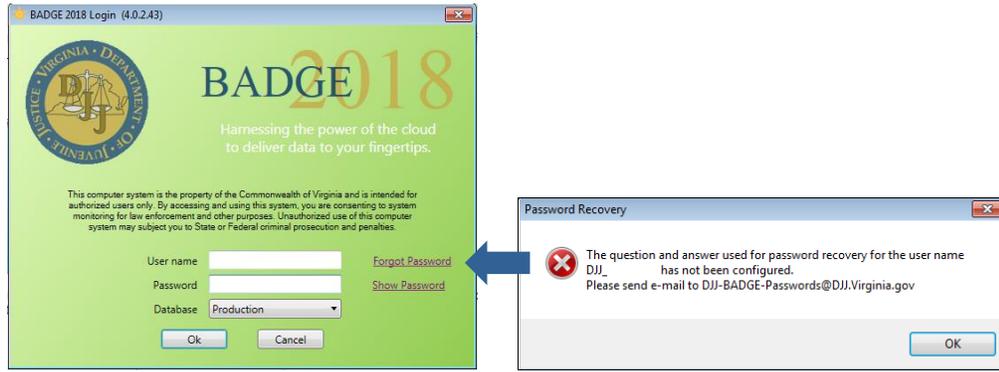


- Refer to [Forgot Password](#) on what to do for a forgotten password.
- Refer to [Show Password](#) on how to show the typed in password.

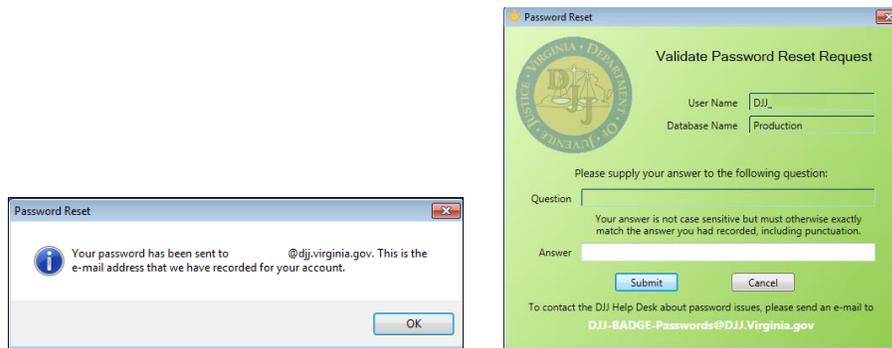
Forgot Password

1. If you have not configured a security question, (i) type the **User Name**, (ii) click the **Forgot Password** hyperlink, and the Password Recovery screen will appear prompting the user to send an e-mail to DJJ-BADGE-Passwords@DJJ.Virginia.gov for further assistance.

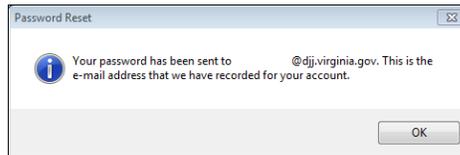
You will have three attempts to enter the correct security answer. If you are unsuccessful after three attempts, an error message will appear. Send an e-mail to DJJ-BADGE-Passwords@DJJ.Virginia.gov for further assistance.



2. If you have configured your security question, (i) type the **User Name**, (ii) click the **Forgot Password** hyperlink, and the Password Recovery screen containing a security question will appear, (iii) type the answer to the security question into the **Answer** textbox, and (iv) click the **Submit** button.



3. If the security answer is correct, an email will be sent from JTS@DJJ.Virginia.gov and it will contain a temporary password.



4. (i) Log in to the BADGE **Production** database using your **User name** and the temporary **Password**, (ii) click the **Ok** button, and the Login into Application screen will appear, (iii) click the **OK** button, and the Change Password screen will appear, (iv) create/type the new password in the **New Password** textbox, (v) type the new password again in the **Confirm New Password** textbox, (vi) click the **Ok** button, and the BADGE home screen will appear.



Show Password

The Show Password hyperlink assists with determining the password is being typed correctly.

The email from JTS@DJJ.Virginia.gov, containing the temporary password, is auto-generated and can be received at any time.

Your BADGE password must: (i) start with a letter, (ii) be at least nine characters long, and (iii) contain at least one special character (e.g., !, _, or @).

Commas and periods cannot be used to fulfill the special character requirement.

The Show Password hyperlink should only be used when necessary as password hiding is in place for the security of your password.

The Show Password hyperlink does not show what your password should be; it will ONLY show what you have typed into the password field.



1. Click the **Show Password** hyperlink and the password being typed into the **Password** field will become visible.
2. Click the **Hide Password** hyperlink and the password being typed into the **Password** field will become hidden.

Log in Attempts and Lockouts

1. Users have three attempts to successfully login. If the user is unable to login after three attempts, the system will automatically close BADGE. You will need to re-open BADGE and repeat the login instructions.
2. If a user does not make any login attempts in 90 days, the account will be locked. If you are locked out of BADGE, email DJJ-BADGE-Passwords@DJJ.Virginia.gov for further assistance.
3. Users will be locked out of their personal account after 15 minutes of inactivity. Please re-enter your password to return to the BADGE Production database.

Check the BADGE Version

1. BADGE updates will automatically install when you open the BADGE application. In rare instances, your BADGE application may get out-of-sync and requires reinstallation.
2. It is important for users to utilize the latest version of BADGE. If you do not have the latest version, recent system changes (e.g., new codes or modified screens) will not be available. To determine if you have the most up-to-date version, check the version on the screen below against the number found on the webpage where you downloaded BADGE. If BADGE requires a reinstallation, uninstall the current BADGE prior to downloading the latest version.

You will have three attempts to enter the correct security answer. If you are unsuccessful after three attempts, an error message will appear. Send an e-mail to DJJ-BADGE-Passwords@DJJ.Virginia.gov for further assistance.



Your BADGE password must: (i) start with a letter, (ii) be at least nine characters long, and (iii) contain at least one special character (e.g., !, _, or @).

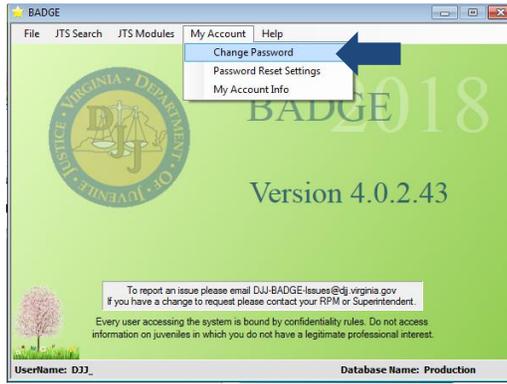
Commas and periods cannot be used to fulfill the special character requirement.



Change Your Password

From the BADGE home screen:

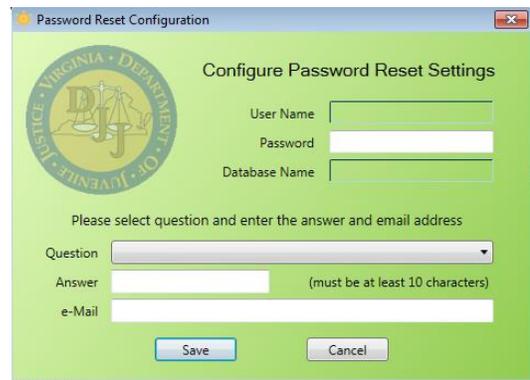
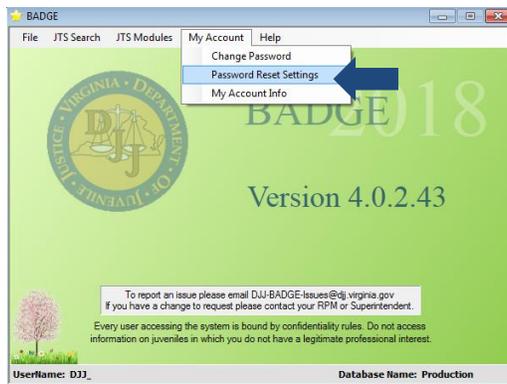
1. (i) Click the **My Account** menu, (ii) select the **Change Password** option from the drop-down menu, and the Change Password screen will appear, (iii) type the **Old Password**, (iv) type the **New Password**, (v) type the new password again in the **Confirm New Password** textbox, (vi) click the **Ok** button, and the BADGE home screen will appear.



Configure Password Reset Settings

From the BADGE home screen:

- (i) Click the **My Account** menu, (ii) select the **Password Reset Settings** option from the drop-down menu, and the Password Reset Configuration screen will appear.

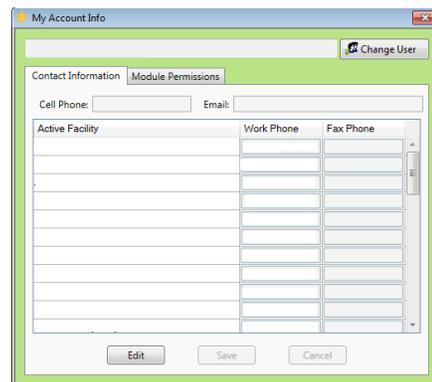


- The **User Name** and the **Database Name** will auto-populate. (i) Type your password into the **Password** textbox, (ii) select the security question from the **Question** drop-down menu, (iii) type the answer to the selected security question in the **Answer** textbox, (iv) type your DJJ e-mail address in the **e-Mail** textbox, (v) click the **Save** button, and the BADGE home screen will appear.

My Account Information

The My Account Info screen summarizes your contact information and existing BADGE module permissions. To access the My Account Info screen from the BADGE home screen:

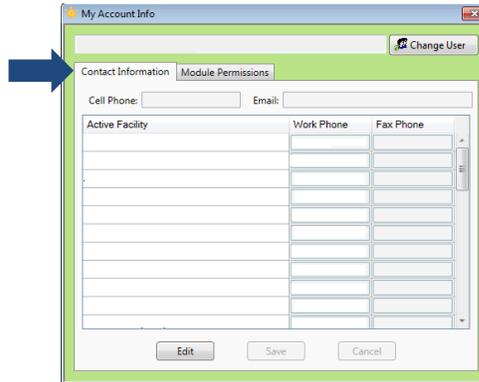
- (i) Click the **My Account** menu, (ii) select the **My Account Info** option from the drop-down menu, and the My Account Info screen will appear.



Contact Information Tab

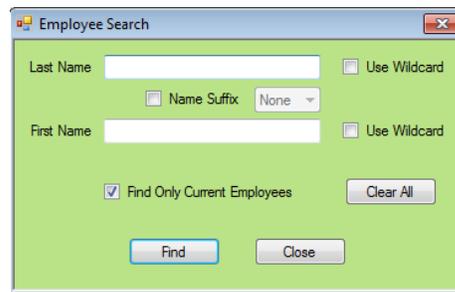
1. The *Contact Information* tab lists the work cell phone number (if applicable), email address, active facilities, work phone number, and fax number.
2. The current user's information will auto-populate for the account info. If you would like to search for a different employees account information, click the **Change User** button.

Changing the contact information on this tab will ONLY update information in BADGE.



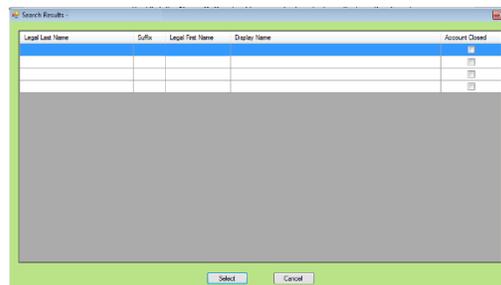
a. Change User Button

- (i) Click the **Change User** button and (ii) enter the appropriate search criteria in the Employee Search screen.

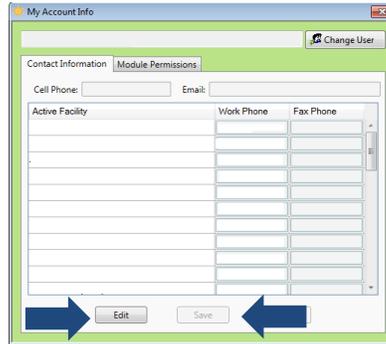


1. Type the **Last Name**.
2. Click the **Use Wildcard** checkbox and the employee search will match any character or sequence of characters that you put in the **Last Name** field.
3. Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
4. Type the **First Name**.
5. Click the **Use Wildcard** checkbox and the employee search will match any character or sequence of characters that you put in the **First Name** field.
6. The **Find Only Current Employees** checkbox will be selected automatically. If you would like to include former employees in your search results, uncheck this checkbox.
7. Click the **Find** button and the Search Results screen will appear.

In order to yield broader search results, type ONLY two or three characters of the last and first name, and select **Use Wildcard**.

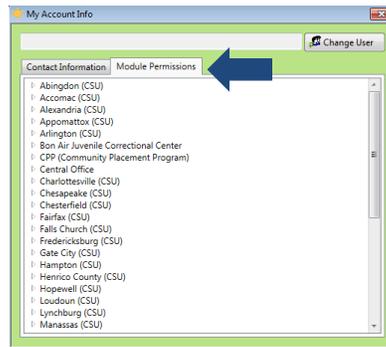


8. (i) Select an employee's name, and the row will be highlighted in *blue*, (ii) click the **Select** button, and the selected employee's name will auto-populate onto the My Account Info screen.
3. In order to edit the contact information, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button.



Module Permissions Tab

1. The *Module Permissions* tab lists all of the selected user's existing BADGE permissions by facility.



Report an Issue

In order to report an issue or request a change in BADGE:

1. To report an issue, email DJJ-BADGE-Issues@djj.virginia.gov.
2. To request a change, contact your RPM or Superintendent.

This function should NOT be used to request modifications to your account or permissions. In order to request modifications to your account or permissions, complete and submit the DJJ ISS Request Form to Account.Facilitator@djj.virginia.gov.

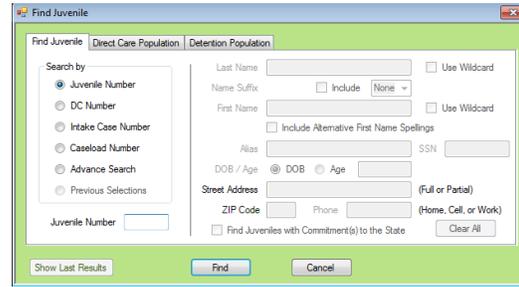
When reporting a bug or an issue, be as specific as possible and include appropriate screen shots, juvenile numbers, and other information as necessary.



Search for a Juvenile

The steps below provide detailed instructions on how to use the various search methods in BADGE to search for a specific juvenile record. From the BADGE home screen:

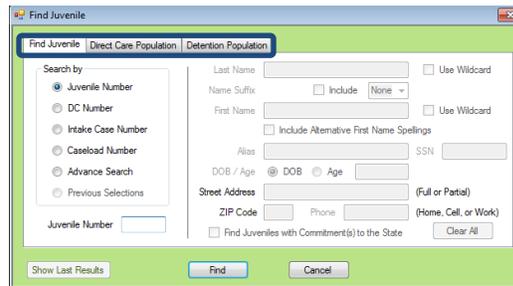
1. (i) Click the **JTS Search** menu, (ii) select the **For Juvenile** option from the drop-down menu, and the Find Juvenile screen will appear.



Find Juvenile Screen

The Find Juvenile screen consists of the *Find Juvenile*, *Direct Care Population*, and *Detention Population* tabs.

The fields that are greyed out are NOT accessible.

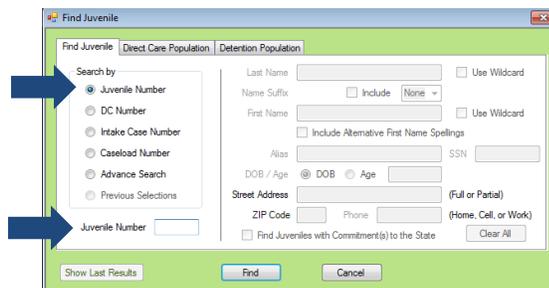


1. Find Juvenile Tab

The *Find Juvenile* tab consists of six search methods.

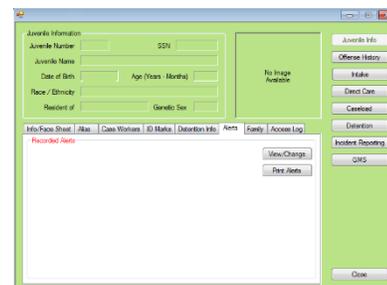
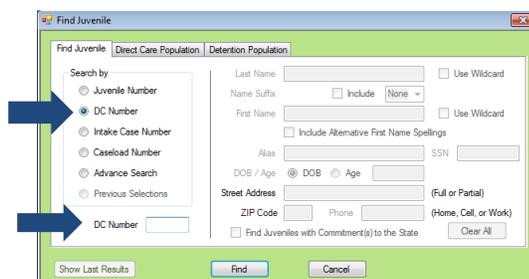
a. Juvenile Number Radio Button

- i. (i) Click the **Juvenile Number** radio button, (ii) type the **Juvenile Number** at the bottom of the screen, (iii) click the **Find** button, and the Juvenile Information screen will appear, (iv) review the Juvenile Information screen to ensure the correct juvenile is found, and (v) navigate to the applicable BADGE screen.



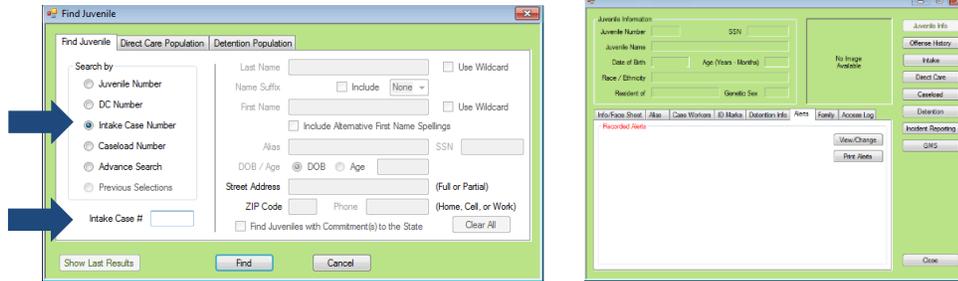
b. DC Number Radio Button

- i. (i) Click the **DC Number** radio button, (ii) type the **DC Number** at the bottom of the screen, (iii) click the **Find** button, and the Juvenile Information screen will appear, (iv) review the Juvenile Information screen to ensure the correct juvenile is found, and (v) navigate to the applicable BADGE screen.



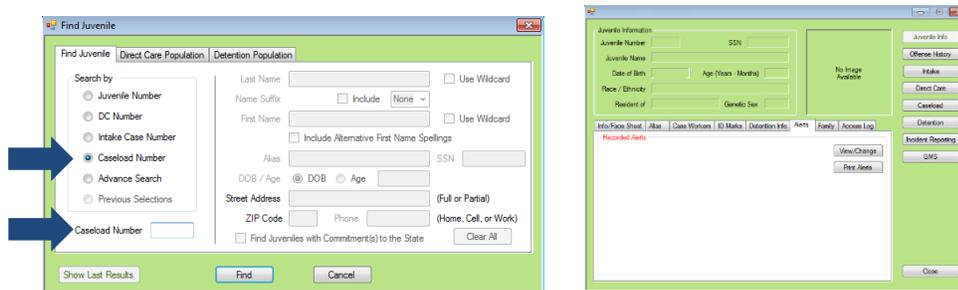
c. Intake Case Number Radio Button

- i. (i) Click the **Intake Case Number** radio button, (ii) type the **Intake Case Number** at the bottom of the screen, (iii) click the **Find** button, and the Juvenile Information screen will appear, (iv) review the Juvenile Information screen to ensure the correct juvenile is found, and (v) navigate to the applicable BADGE screen.



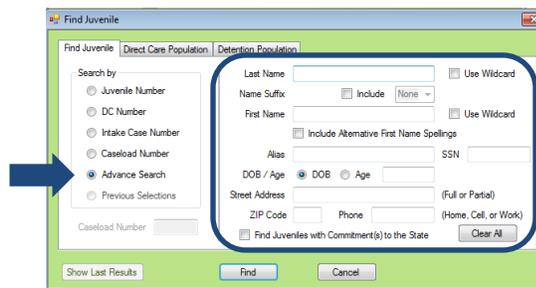
d. Caseload Number Radio Button

- i. (i) Click the **Caseload Number** radio button, (ii) type the **Caseload Number** at the bottom of the screen, (iii) click the **Find** button, and the Juvenile Information screen will appear, (iv) review the Juvenile Information screen to ensure the correct juvenile is found, and (v) navigate to the applicable BADGE screen.



e. Advance Search Radio Button

- i. Click the **Advance Search** radio button and the fields on the right-hand side of the screen will be accessible.



3. Type the **Last Name**.
4. Click the **Use Wildcard** checkbox and the advance search will match any character or sequence of characters that you put in the **Last Name** field.
5. Click the **Include** checkbox in order to select a suffix from the drop-down menu.
6. Type the **First Name**.
7. Click the **Use Wildcard** checkbox and the advance search will match any character or sequence of characters that you put in the **First Name** field.
8. If you are unsure of the exact spelling of the **First Name**, click the **Include Alternative First Name Spellings** checkbox.
9. Search using the juvenile's alias by typing it into the **Alias** textbox.

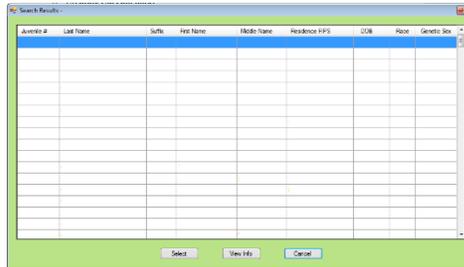
Conduct an **Advance Search** for each criterion separately. Entering multiple criteria may be too specific to yield any results.

In order to yield broader search results, type **ONLY** two or three characters of the last and first name, and select **Use Wildcard**.

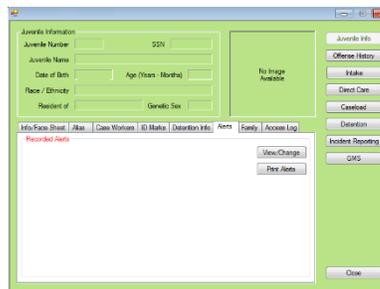
The **Include Alternative Spellings** checkbox does not work with the **Use Wildcard** option. Pick **ONLY** one of these options.

10. Search using the juvenile's Social Security Number by typing it into the **SSN** textbox.
11. To search for a juvenile by using a date of birth or age ONLY, (i) select **DOB** and type the date of birth into the textbox, or (ii) select **Age** and enter an age range.
12. Search using the juvenile's full or partial address by typing it into the **Street Address** textbox.
13. Search using the juvenile's zip code by typing it into the **ZIP Code** textbox.
14. Search using the juvenile's home, cell, or work phone number by typing it into the **Phone** textbox.
15. In order to search for a juvenile who is placed into the custody of DJJ, click the **Find Juveniles with Commitment(s) to the State** checkbox.
16. Click the **Find** button and any records matching the criteria entered will appear in the Search Results screen.

In order to clear all of the information in the search fields, click the **Clear All** button.



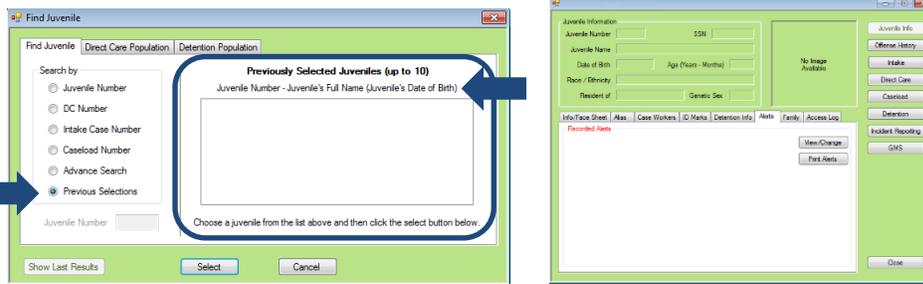
- a. If you are unsure which record is the correct one, (i) select a name, and the row will be highlighted in *blue*, (ii) click the **View Info** button, and the Juvenile Information screen will appear, and (iii) review the Juvenile Information screen to ensure the correct juvenile is selected. If the record is NOT the juvenile that you are searching for, exit out of the Juvenile Information screen, and repeat steps above.
- b. If the results list the juvenile you are searching for, (i) select a name, and the row will be highlighted in *blue*, (ii) click the **Select** button, and the Juvenile Information screen will appear, (iii) review the Juvenile Information screen to ensure the correct record has been selected, and (iv) navigate to the applicable BADGE screen.



Refer to the [Juvenile & Adult Information Screens User Manual](#) on how to navigate the Juvenile Information screen.

The **Previous Selections** radio button will not be accessible if you have not opened a juvenile record since logging into your personal BADGE account.

- f. **Previous Selections Radio Button**
 - i. If you have opened a juvenile record since logging into BADGE, the **Previous Selections** radio button will be accessible. (i) Click the **Previous Selections** radio button, and the **Previously Selected Juveniles (up to 10)** section will appear on the right side of the Find Juvenile screen, (ii) select a juvenile's name, and the row will be highlighted in *blue*, (iii) click the **Select** button, and the Juvenile Information screen will appear.

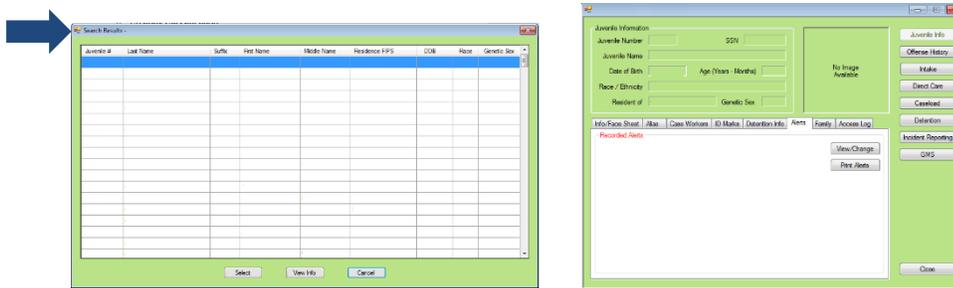


Refer to the [Juvenile & Adult Information Screens User Manual](#) on how to navigate the *Juvenile Information* screen.

g. Show Last Results Button

- i. If you have conducted a juvenile search since logging into BADGE, the **Show Last Results** button will be accessible. (i) Click the **Show Last Results** button, and the most recent *Search Results* screen will appear, (ii) select a juvenile's name, and the row will be highlighted in blue, (iii) click the **Select** or **View Info** button, and the *Juvenile Information* screen will appear.

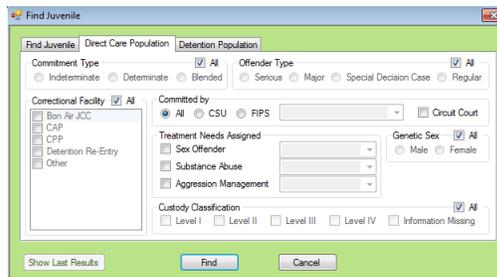
The **Show Last Results** button will not be accessible if you have not opened a juvenile record since logging into your personal BADGE account.



Refer to the [Juvenile & Adult Information Screens User Manual](#) on how to navigate the *Juvenile Information* screen.

2. Direct Care Population Tab

The *Direct Care Population* tab consists of seven search criteria.

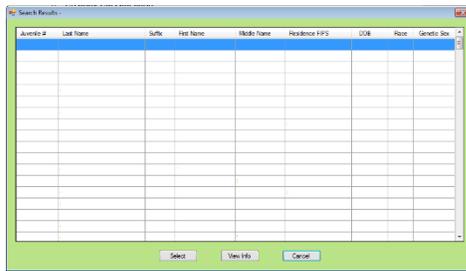


The search criteria found on the *Direct Care Population* tab can be used independently or in conjunction with each other.

- a. **Commitment Type**
 - i. **All** will be selected automatically. (i) Deselect **All** in order to search by a specific commitment type, (ii) select the **Commitment Type**, and (iii) click the **Find** button.
- b. **Offender Type**
 - i. **All** will be selected automatically. (i) Deselect **All** in order to search by a specific offender type, (ii) select the **Offender Type**, and (iii) click the **Find** button.
- c. **Correctional Facility**
 - i. **All** will be selected automatically. (i) Deselect **All** in order to search by correctional facility, (ii) select one or more **Correctional Facility**, and (iii) click the **Find** button.
- d. **Committed by**
 - i. **All** will be selected automatically. (i) Select **CSU** or **FIPS** for the **Committed by** and (ii) select the name of the CSU or FIPS from the drop-down menu. You can also search by selecting the **Circuit Court** checkbox. (iii) Click the **Find** button.
- e. **Treatment Needs Assigned**

- i. (i) Select **Sex Offender, Substance Abuse, and/or Aggression Management** for the **Treatment Needs Assigned**, (ii) select the appropriate option(s) from the drop-down menu(s), and (iii) click the **Find** button.
- f. **Genetic Sex**
 - i. **All** will be selected automatically. (i) Deselect **All** in order to search by a specific **Genetic Sex**, (ii) select **Male** or **Female**, and (iii) click the **Find** button.
- g. **Custody Classification**
 - i. **All** will be selected automatically. (i) Deselect **All** in order to search by a specific **Custody Classification**, (ii) select one or more **Custody Classification**, and (iii) click the **Find** button.
- h. **Show Last Results Button**
 - i. If you have conducted a juvenile search since logging into BADGE, the **Show Last Results** button will be accessible. (i) Click the **Show Last Results** button, and the most recent Search Results screen will appear, (ii) select a juvenile's name, and the row will be highlighted in *blue*, (iii) click the **Select** or **View Info** button, and the Juvenile Information screen will appear.

The **Show Last Results** button will not be accessible if you have not opened a juvenile record since logging into your personal BADGE account.

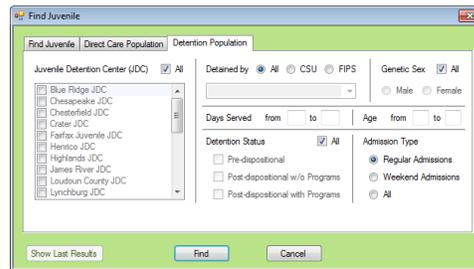


Refer to the [Juvenile & Adult Information Screens User Manual](#) on how to navigate the Juvenile Information screen.

3. Detention Population Tab

The *Detention Population* tab consists of seven search criteria.

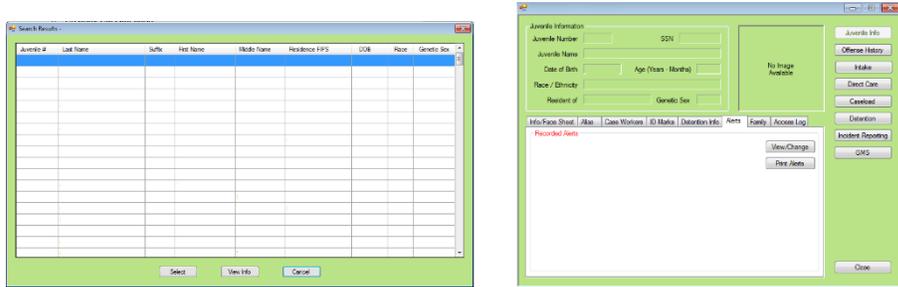
The search criteria found on the *Detention Population* tab can be used independently or in conjunction with each other.



- a. **Juvenile Detention Center (JDC)**
 - i. **All** will be selected automatically. (i) Deselect **All** in order to search by a specific **JDC**, (ii) select one or more **JDC**, and (iii) click the **Find** button.
- b. **Detained by**
 - i. **All** will be selected automatically. (i) Select **CSU** or **FIPS** for the **Detained by**, (ii) select the appropriate option from the drop-down menu, and (iii) click the **Find** button.
- c. **Genetic Sex**
 - i. **All** will be selected automatically. (i) Deselect **All** in order to search by a specific **Genetic Sex**, (ii) select **Male** or **Female**, and (iii) click the **Find** button.
- d. **Days Served**
 - i. Type the **Days Served** range in the (i) **from** and (ii) **to** textboxes, and (iii) click the **Find** button.
- e. **Age**
 - i. Type the **Age** range in the (i) **from** and (ii) **to** textboxes, and (iii) click the **Find** button.
- f. **Detention Status**

- i. **All** will be selected automatically. (i) Deselect **All** in order to search by a specific **Detention Status**, (ii) select one or two statuses, and (iii) click the **Find** button.
- g. **Admission Type**
 - i. **Regular Admission** will be selected automatically. (i) Select the **Admission Type** and (ii) click the **Find** button.
- h. **Show Last Results Button**
 - i. If you conducted a juvenile search since logging into BADGE, the **Show Last Results** button will be accessible. (i) Click the **Show Last Results** button, and the most recent Search Results screen will appear, (ii) select a juvenile's name, and the row will be highlighted in *blue*, (iii) click the **Select** or **View Info** button, and the Juvenile Information screen will appear.

The **Show Last Results** button will not be accessible if you have not opened a juvenile record since logging into your personal BADGE account.

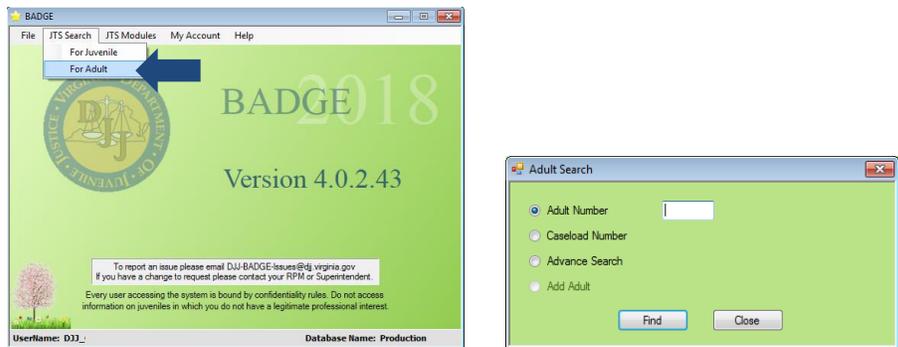


Refer to the [Juvenile & Adult Information Screens User Manual](#) on how to navigate the Juvenile Information screen.

Search for an Adult

The steps below provide detailed instructions on how to use the various search methods in BADGE to look up an adult. To search for an adult from the BADGE home screen:

1. (i) Click the **JTS Search** menu, (ii) select the **For Adult** option from the drop-down menu, and the Adult Search screen will appear.

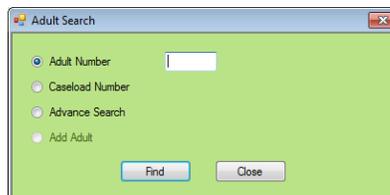


Adult Search Screen

The Adult Search screen consists of three adult search options.

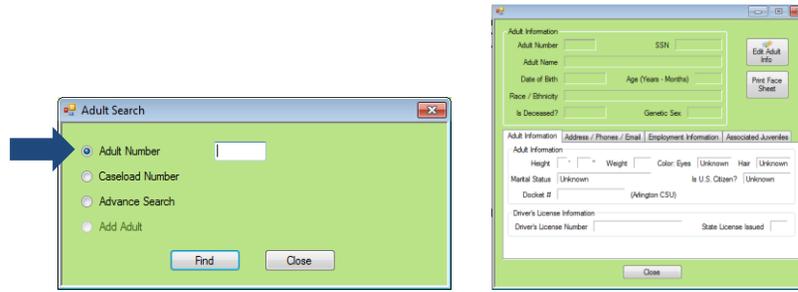
The fields that are greyed out are NOT accessible.

If the adult is not found, a message will appear advising that there are no matches.



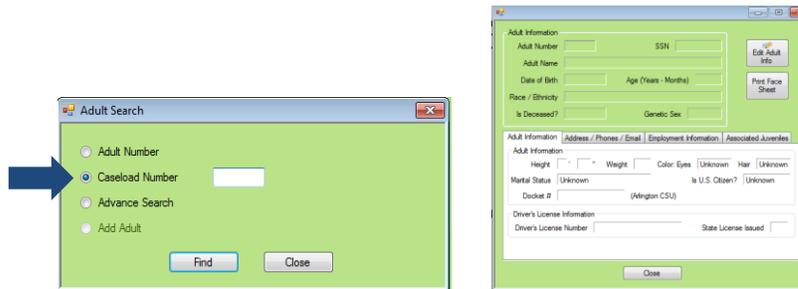
1. Adult Number Radio Button

- a. (i) Click the **Adult Number** radio button, (ii) type the **Adult Number**, (iii) click the **Find** button, and the Adult Information screen will appear, (iv) review the Adult Information screen to ensure the correct adult is found, and (v) navigate to the applicable BADGE screen.



2. Caseload Number Radio Button

- a. (i) Click the **Caseload Number** radio button, (ii) type the **Caseload Number**, (iii) click the **Find** button, and the Adult Information screen will appear, (iv) review the Adult Information screen to ensure the correct adult is found, and (v) navigate to the applicable BADGE screen.



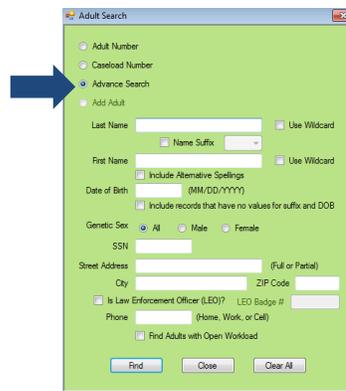
3. Advance Search Radio Button

- a. Click the **Advance Search** radio button and the fields at the bottom of the screen will appear.

Conduct an **Advance Search** for each criterion separately. Entering multiple criteria may be too specific to yield any results.

In order to yield broader search results, type **ONLY** two or three characters of the last and first name, and select **Use Wildcard**.

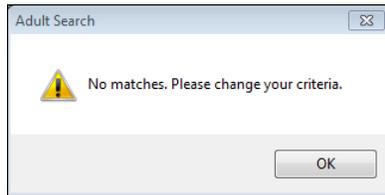
If the intake officer did not indicate that the adult is an LEO, you will not find the adult using this option. It is best to search for the officer by name and the **City**, if known.



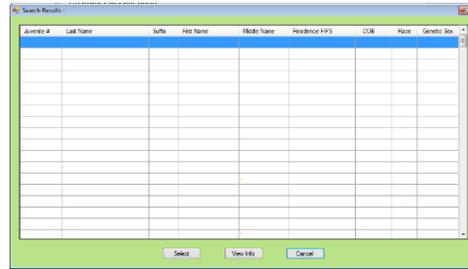
- i. Type the **Last Name**.
- ii. Click the **Use Wildcard** checkbox and the advance search will match any character or sequence of characters that you put in the **Last Name** field.
- iii. Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
- iv. Type the **First Name**.
- v. Click the **Use Wildcard** checkbox and the advance search will match any character or sequence of characters that you put in the **First Name** field.
- vi. Click the **Include records that have no values for suffix and DOB** checkbox and the search results will generate a list of names which meet the search criteria, even if the adult entry does not list the date of birth or suffix.
- vii. You can search for the adult by including the **Date of Birth ONLY**. If you do not know the date of birth, click the **Include records that have no values for suffix and DOB** checkbox.
- viii. Select the **Genetic Sex** by clicking **All**, **Male**, or **Female**.
- ix. Search using the adult's Social Security Number by typing it into the **SSN** textbox.

- x. Search using the adult's full or partial address by typing it into the **Street Address** textbox.
- xi. Search using the adult's city by typing it into the **City** textbox.
- xii. Search using the adult's zip code by typing it into the **ZIP Code** textbox.
- xiii. If you are searching for a law enforcement officer, you can (i) click the checkbox next to the **Is Law Enforcement Officer (LEO)?** option, and the **LEO Badge #** textbox will become accessible, and (ii) type in the **LEO Badge #**.
- xiv. Search using the adult's home, work, or cell phone number by typing it into the **Phone** textbox.
- xv. In order to include adults with open workloads in the search results, click the **Find Adults with Open Workload** checkbox.
- xvi. Click the **Find** button and any records matching the criteria entered will appear in the Search Results screen.

In order to clear all of the information in the search fields, click the **Clear All** button.



Or



1. If you are unsure which record is the correct one, (i) select a name, and the row will be highlighted in *blue*, (ii) click the **View Info** button, and the Adult Information screen will appear, and (iii) review the Adult Information screen to ensure the correct adult is selected. If the record is NOT the adult that you are searching for, exit out of the Adult Information screen, and repeat steps above.
2. If the results list the adult you are searching for, (i) select a name, and the row will be highlighted in *blue*, (ii) click the **Select** button, and the Adult Information screen will appear, (iii) review the Adult Information screen to ensure the correct adult is found, and (iv) navigate to the applicable BADGE screen.



Refer to the [Juvenile & Adult Information Screens User Manual](#) on how to navigate the Adult Information screen.

Document Revisions

Revision Date	Revised Item	Revision Details
June 29, 2017	Family Tab – Contacts Screen	The field names for Juvenile Contacts were changed from Father, Mother, Guardian, Other 1, and Other 2 to Parent 1, Parent 2, Guardian, Other 1 and Other 2 to coincide with a change to the Supreme Court of Virginia’s DC-511 petition. A drop-down menu for “Relationship” has been added.
September 21, 2017	My Account Screen	You can now search for and view the facility, module, and access level permissions for any user. Supervisors will now be able to review permissions for each staff.
October 10, 2017	Advance Search – Adult Search Screen	This screen has been updated, changing Sex to Genetic Sex, adding Street Address (Full or Partial), and adding Zip Code to the search.
October 10, 2017	Find Juvenile Screen - Advance Search	The screen has been updated and added a Street Address (Full or Partial) and Zip Code to the search.
October 18, 2017	Change User Button	The manual has been updated to add the instruction for the Change User button.
January 5, 2018	Hyperlinks & Table of Contents	Update Hyperlinks and Table of Contents
March 21, 2018	Report an Issue Button	The Report an Issue Button was removed after DJJ switched from Outlook to Gmail.
September 7, 2018	Log In Attempts and Lockouts	Language was clarified to stat that if a user does not make any login attempts in 90 days instead of 30, the account will be locked.
January 15, 2019	Show/Hide Password Hyperlink	The Show/Hide Password Hyperlink was added to the Login screen.
January 15, 2019	BADGE Home Screen	The BADGE Home Screen has added the Non – JTS Modules Menu.
January 30, 2019	Find Juvenile Screen - Advance Search	The Find Juvenile screen has been updated and added the ability to search for a juvenile by an Alias previously recorded in BADGE. In addition, clarification was added to two other search criteria indicating that (i) the search for alternative spellings only applies to the first name field and (ii) the search for a phone applies to a home, work, or cell phone.