

How to save the CLEAR report and add to an OakVideo Folder

1. Log into CLEAR

2. Click CLEAR
3. In Admin Dashboard (orange menu on left)
4. Go to Search
5. Click CFS/CR
6. Search by date or by CFS number
7. When report comes up Click on "Admin Action" (bottom left side)
8. Scroll down to Prosecutor Action window (If you cannot find this window you do not have security/permission and you need to ask your administrator to give you this feature.)
9. Check "Warrant Arrest" or whatever action is appropriate.
10. Fill in your name
11. Fill in your phone number
12. Click Submit
13. Scroll up to top of report and click "View Full Report", report will come up in .pdf format
14. Click on the save icon (the entire report will save as one .pdf document)
15. Name the file and save to your desktop (or wherever you would like to save this document).

1. Log into OakVideo

2. Create OakVideo folder like you have always done
3. When you reach the "Add Document screen" (this pops up right after you assign a number to your folder)
4. Click the drop down menu for Document Type and select "Other".
5. Browse to your desktop (or to wherever you saved the CLEAR report).
6. Click in the Name box and name it case report or whatever you want to name it
7. Click the add button
8. Click View Folder (bottom right) to return to your folder
9. Now send (queue) this report to Prosecutor.