Locating Inactive Cases Question:

How do I search for “Inactive” participants? When we were using the old database, Samantha White’s Case Status was listed as Incarcerated, and now I can no longer find her case.

Answer:

Only Active cases are displayed on the default Cases page.

To find “Inactive” cases, see below.

1. Log into the Drug Treatment Court Database.

2. Click Cases.

3. Once the list of Active cases loads, click Actions.

4. At Actions, click Filter.
5. You will be directed to the Filter page.

6. At **Current Status**, deselect **Active**.

7. Select the appropriate status from the list of options (i.e. *Inactive, Absconded, Incarcerated, Residential Treatment, Administrative Probation, Aftercare, or Follow-up*).

8. In my example Samantha White is *Incarcerated*. 
9. Click **Filter**.

10. All cases that meet the **Current Status** of *Incarcerated* will populate.

11. In this case, I only have one participant with a **Current Case Status** of *Incarcerated*.

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**Updating Cases Statuses Question:**

*Now that I have located Samantha White’s record, I would like to update her Case Status to Active. How do I do this?*

**Answer:**

1. Click the **blue hyperlinked number** at Case #.
2. You will be directed to Samantha White’s **Cases Details Page**.
3. At Actions, click Update Status.

4. You will be directed to the Update Status page.

5. Complete all required fields. Click Submit.