

**Priority Recommendations of the Users Needs Workgroup Regarding Computer-Related Changes**

**CPMS –**

**1. ALJ Home Page**

Consolidates links to all programs (e.g. CPMS, DGS) and sub-pages within programs (e.g. CPMS EDIT and ALPO listings) used by ALJs;

- a) All links would be customizable by the ALJ.
2. Add total page count of entire file to each case on the CPMS itinerary.
  3. Scheduling screen – add fields that will propagate to the CPMS Abbreviated Itinerary to reflect things such as:
    - a) 20-day notice not given;
    - b) Expert witness testifying by phone (and include phone number);
    - c) Potentially violent claimant alert;
    - d) Special issue included on hearing notice.
  4. Add a field to the CPMS itinerary to show the date the last evidence was received in Section F.
  5. Add the three indicators (DWFF, DWPF, DWUF) to the EDIT Workload Listings.
  6. Add a static header on all screens including while in edit and view mode. Add the buttons from the bottom to the header. Add navigation hyperlinks to the top, middle and bottom of the page.
  7. Individual ALJ Standing Orders tied to the ALJ code: Includes orders for pre-hearing, scheduling, writing, etc. - Incorporate into the standing orders an option to have legal assistant run updated NewHire at some designated time (per the ALJ's choosing).
    - a) Have CPMS default to the assigned ALJ's preset orders.
    - b) Link it to electronic Bench Book (eBB) to allow an override by the judge.
  8. Fee agreements:
    - a) Add a field to the Fee Screen to issue an alert to the ALJ when the PC or FO issues award information so that the judge can request administrative review of the fee agreement to the Regional Chief ALJ.
    - b) Automatically create a link in the Fee Screen to the award document.
  9. Change the functionality of the To Do Item generated by documents added to closed cases to have a “completed” field instead of delete.

10. Add a static header on all screens including while in edit and view mode. Add the buttons from the bottom to the header. Add navigation hyperlinks to the top, middle and bottom of the page.

## **eView**

1. Eliminate the pop up that asks, “Do you really want to open these six documents?”
2. Have the pop up that says, “Your action has been completed as requested” fade out
3. Download of folder – when judge is transferring files to the laptop, recognize from the PIN that the user is a judge, automatically save the Private Section, and eliminate pop ups that ask if you really want to include the Private Section
4. On the Exhibit List, also display the Page Count for each section in the same way it is shown in the Case Documents tab

## **DMA Viewer**

1. Bookmarks and annotations should auto save (no pop up) by default instead of automatically deleting if not saved; and if the bookmarks and annotations can't be auto saved, then eliminate the second confirmation pop up.
2. Bookmarks – make bookmarks visible on the corresponding pages in the DMA viewer so that anyone viewing the page or document will know there is a bookmark.
3. When using the “Select Area” annotation, program it so that you can copy and paste it to a Word document with the exhibit number and page number automatically entered.
4. Replace “EF Received Column” with a “Treatment Dates” field. This field will automatically show (import) the EF “Treatment Date to” and “Treatment Date from” metadata from eView.
5. Allow user to sort by two or more columns (primary and secondary sort, etc.).
6. Add an optional “Date” field for indicating the date of the report or note on which making a bookmark.
7. Preserve the hearing level annotations and bookmarks through the AC, Court and remand back to the HO, but don't make them available for viewing at the appellate levels.

8. Increase character length of the Bookmark Text to 500 characters.