



The **Litigation** and **Labor Relations** modules have an **Allegations** tab in the **Basic Matter Data** view. This tab is used to record allegations and track workflow stages. The information in this article is intended to inform **System Administrators** of the steps to configure this tab to take advantage of the many automated options that exist.

Article Contents:

- [Maintain Allegation Codes](#)
- [Maintain Issue Codes](#)
- [Maintain Stage Codes](#)
- [Maintain Stage Disposition Codes](#)
- [Map Dispositions for Stage](#)
- [Maintain Portal Codes](#)

Maintain Allegation Codes

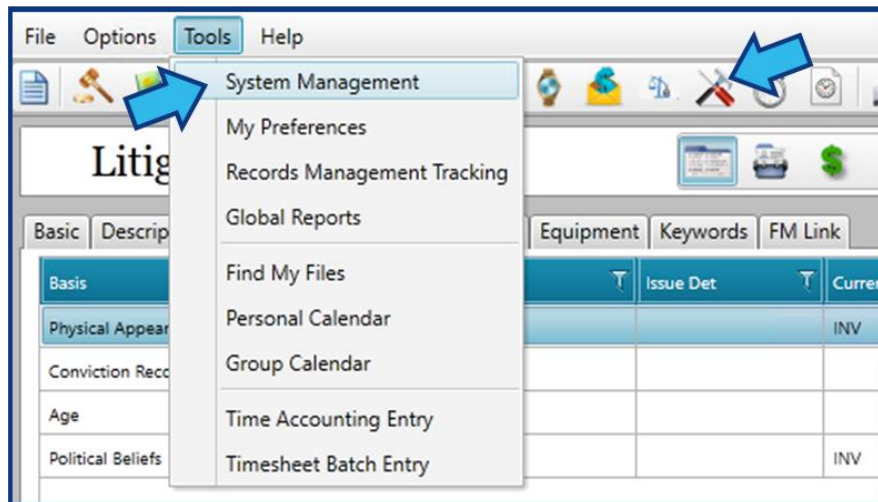
Instructions for the following tasks are provided below:

- [Access Allegations Maintenance](#)
- [Add an Allegation](#)
- [Edit an Allegation](#)
- [Delete an Allegation](#)

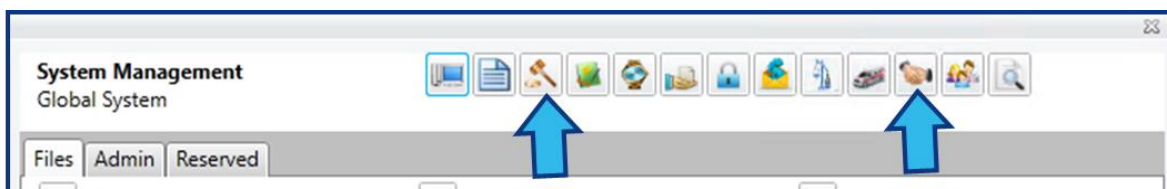
Access Allegations Maintenance

Allegation codes, also referred to as basis codes, can be created, edited, or removed by anyone with access to the **System Management** module following the steps below.

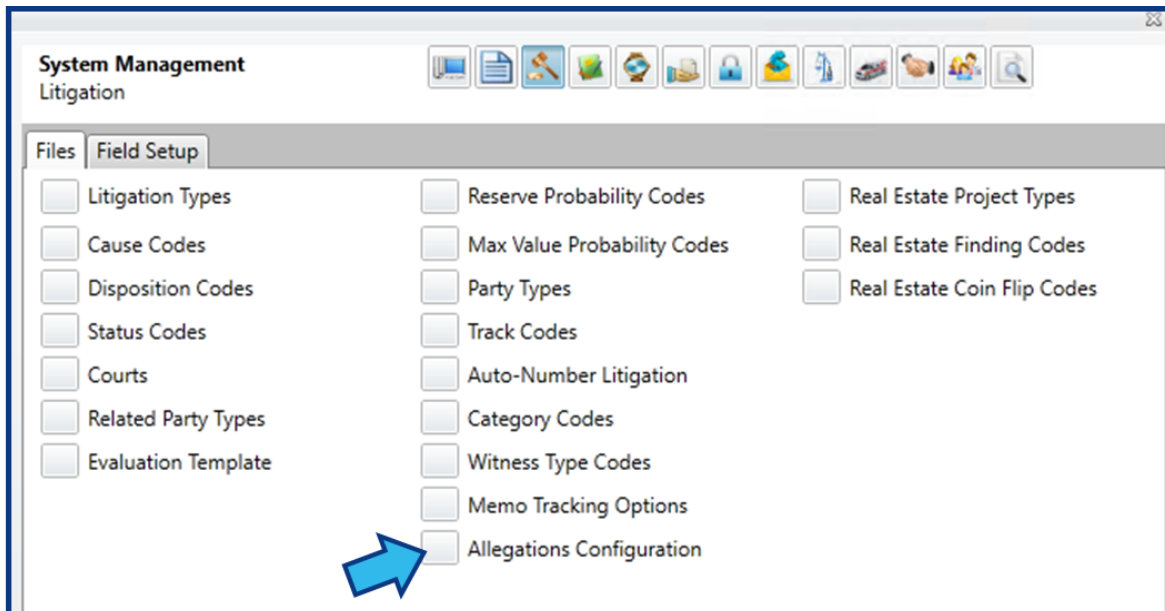
Open **System Management** by selecting the icon from the **Global Toolbar**, or by selecting **Tools** from the **Menu Bar** and then selecting **System Management**.



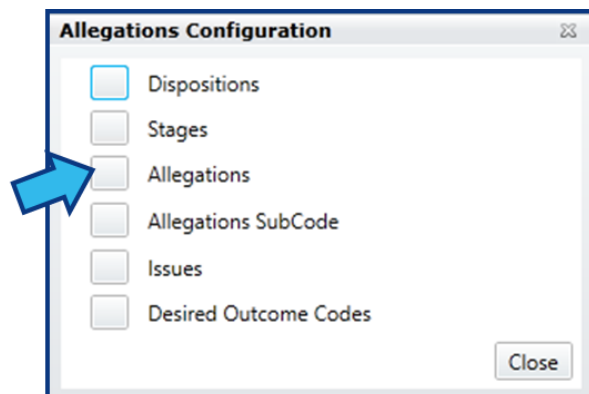
Select either the **Litigation** or **Labor Relations** module. Currently, these are the only modules that use the **Allegations** tab.



Select **Allegations Configuration** on the **Files** tab.

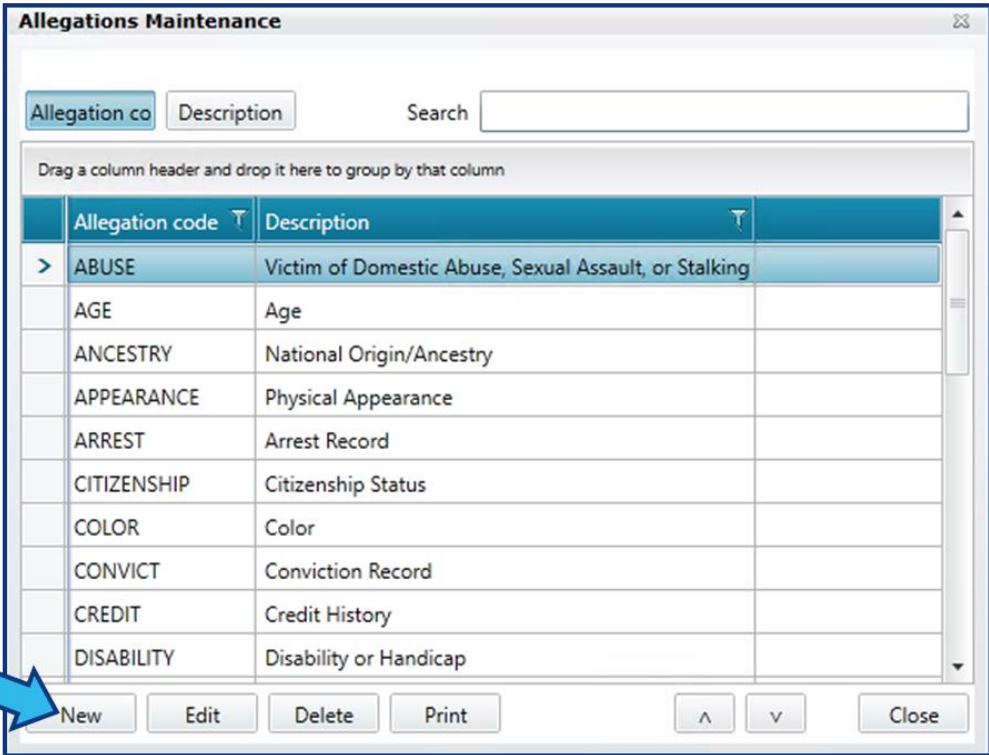


Select **Allegations** to access the **Allegations Maintenance** window.



Add an Allegation

From the **Allegations Maintenance** window, select **New**.

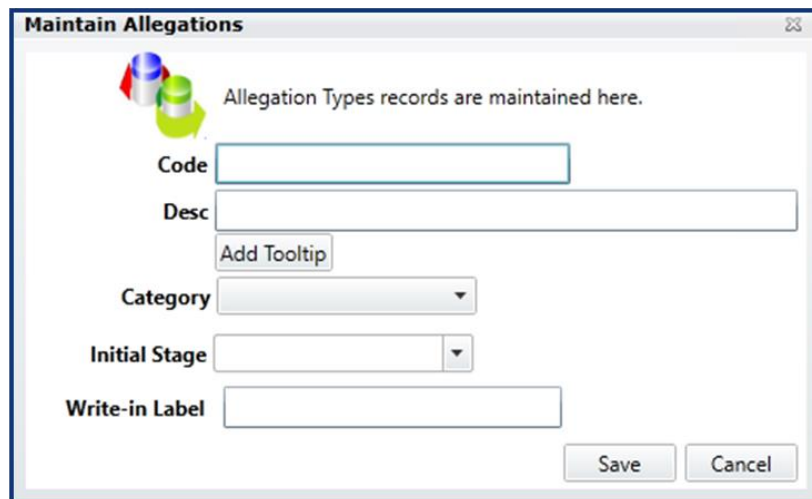


The **Allegations Maintenance** window displays a table of allegation types. A blue arrow points to the **New** button at the bottom left.

Allegation code	Description
> ABUSE	Victim of Domestic Abuse, Sexual Assault, or Stalking
AGE	Age
ANCESTRY	National Origin/Ancstry
APPEARANCE	Physical Appearance
ARREST	Arrest Record
CITIZENSHIP	Citizenship Status
COLOR	Color
CONVICT	Conviction Record
CREDIT	Credit History
DISABILITY	Disability or Handicap

Buttons at the bottom: New, Edit, Delete, Print, ^, v, Close.

A **Maintain Allegations** window will appear.



The **Maintain Allegations** window contains the following fields and controls:

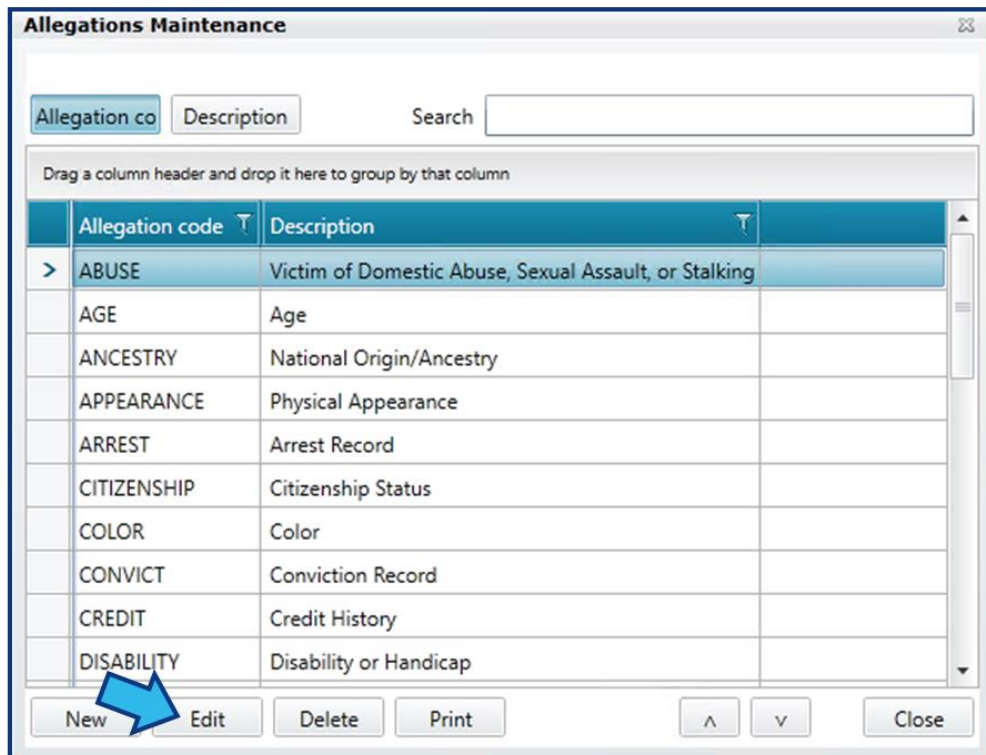
- Icon: Allegation Types records are maintained here.
- Code:
- Desc:
- Add Tooltip:
- Category: (dropdown)
- Initial Stage: (dropdown)
- Write-in Label:
- Buttons: Save, Cancel

Minimally, a new allegation code must have a **Code** and **Description (Desc)** entered. The other fields are optional. Enter values into the fields based on the following:

- **Code** – This is a unique alphanumeric value. This can be up to 11 characters long.
- **Desc** – This is a descriptive name for the code. This can be up to 50 characters long.
- **Add Tooltip** – If this field is linked to a portal, the tooltip is a helpful text box providing the portal user with additional information about this allegation.
- **Category** – If this field is linked to a portal, this allegation will only appear when 1 of the selected categories are chosen.
- **Initial Stage** – This sets the default stage when an allegation is created. If an allegation is created from a portal, this stage will be automatically created. If a new allegation is created within **CLW**, this stage will auto-populate the **Initial Stage** field in the **Add Allegation** window, but the user may change or clear this field.
- **Write-in Label** – If a portal is being used, this field is the label displayed for a write-in box. If a label is provided, when the portal user selects the allegation, a write-in box will appear with the given label. If **Write-in Label** field is left blank, no write-in box appears in the portal when the allegation is selected.

Edit an Allegation

From the **Allegations Maintenance** window, select **Edit**.



Allegation co Description Search

Drag a column header and drop it here to group by that column

Allegation code	Description
> ABUSE	Victim of Domestic Abuse, Sexual Assault, or Stalking
AGE	Age
ANCESTRY	National Origin/Ancstry
APPEARANCE	Physical Appearance
ARREST	Arrest Record
CITIZENSHIP	Citizenship Status
COLOR	Color
CONVICT	Conviction Record
CREDIT	Credit History
DISABILITY	Disability or Handicap

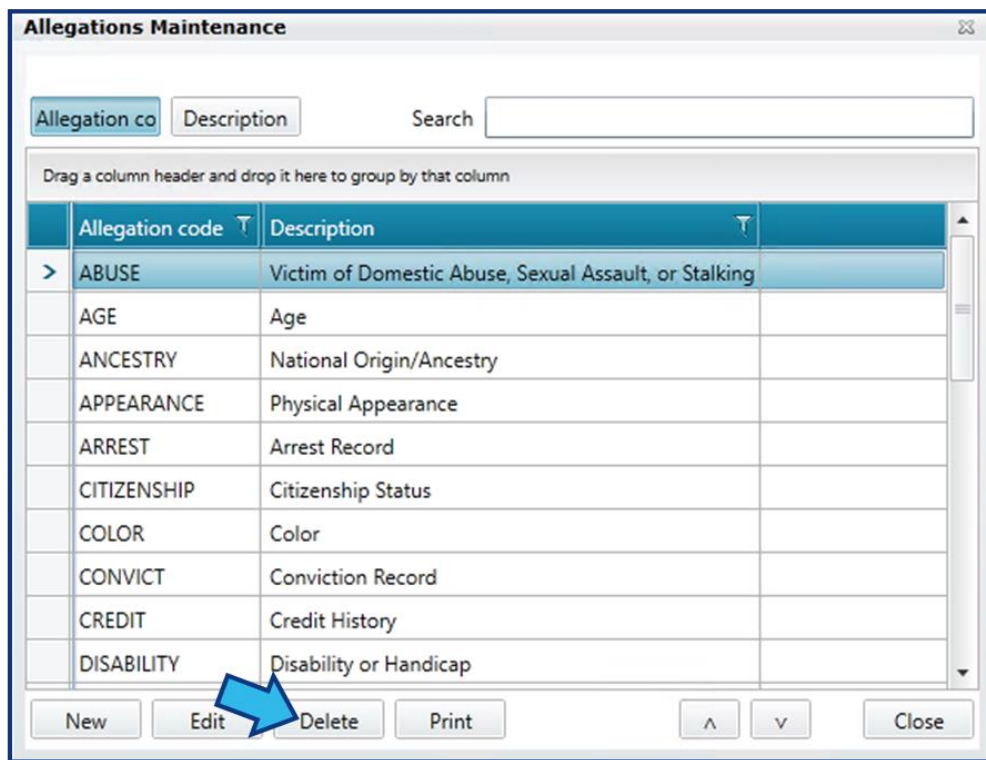
New Edit Delete Print ^ v Close

Code will not be editable. All other fields are editable. See section above for field descriptions.

Delete an Allegation

NOTE: Always confirm an allegation is not in use for any current or historical matters. If an allegation in use is deleted, it may cause problems retrieving data from the database. If in doubt about a code's usage, **NEVER** delete the code.

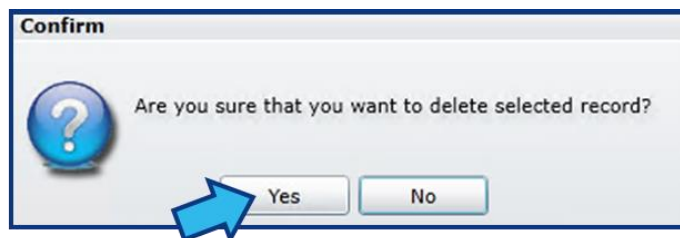
From the **Allegations Maintenance** window, select **Delete**.



The screenshot shows the 'Allegations Maintenance' window. It has a search bar at the top with 'Allegation co' and 'Description' filters. Below is a table with columns 'Allegation code' and 'Description'. The first row is selected, showing 'ABUSE' and 'Victim of Domestic Abuse, Sexual Assault, or Stalking'. At the bottom, there are buttons for 'New', 'Edit', 'Delete', and 'Print'. A blue arrow points to the 'Delete' button.

Allegation code	Description
> ABUSE	Victim of Domestic Abuse, Sexual Assault, or Stalking
AGE	Age
ANCESTRY	National Origin/Ancstry
APPEARANCE	Physical Appearance
ARREST	Arrest Record
CITIZENSHIP	Citizenship Status
COLOR	Color
CONVICT	Conviction Record
CREDIT	Credit History
DISABILITY	Disability or Handicap

A confirmation will appear. Select **Yes** to confirm you wish to delete this code.



The screenshot shows a 'Confirm' dialog box with a question mark icon. The text inside says 'Are you sure that you want to delete selected record?'. There are two buttons: 'Yes' and 'No'. A blue arrow points to the 'Yes' button.

Maintain Issue Codes

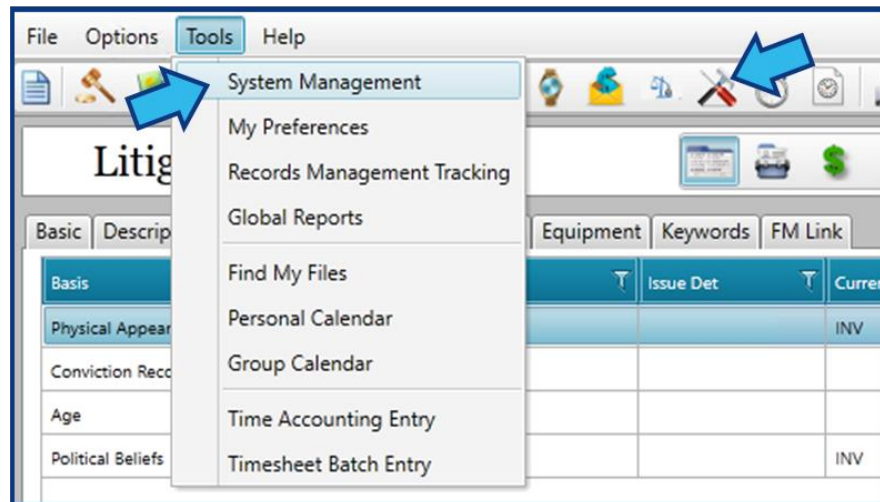
Instructions for the following tasks are provided below:

- [Access Issues Maintenance](#)
- [Add an Issue](#)
- [Edit an Issue](#)
- [Delete an Issue](#)

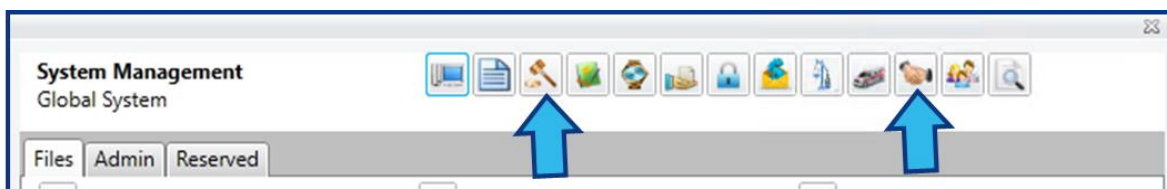
Access Issues Maintenance

Issue codes can be created, edited, or removed by anyone with access to the **System Management** module following the steps below.

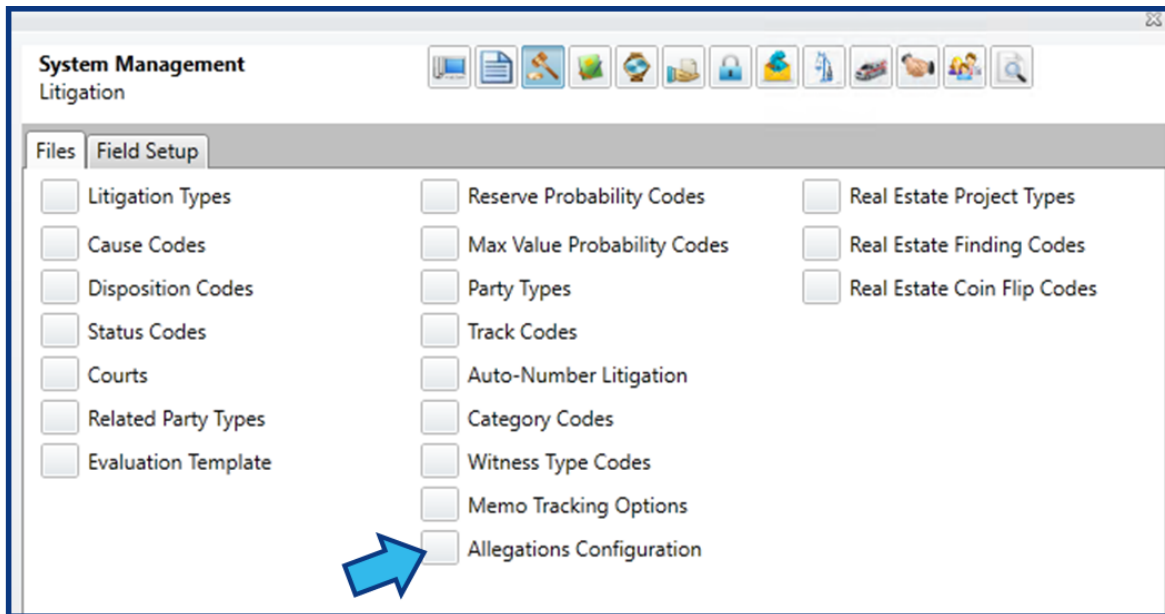
Open **System Management** by selecting the icon from the **Global Toolbar**, or by selecting **Tools** from the **Menu Bar** and then selecting **System Management**.



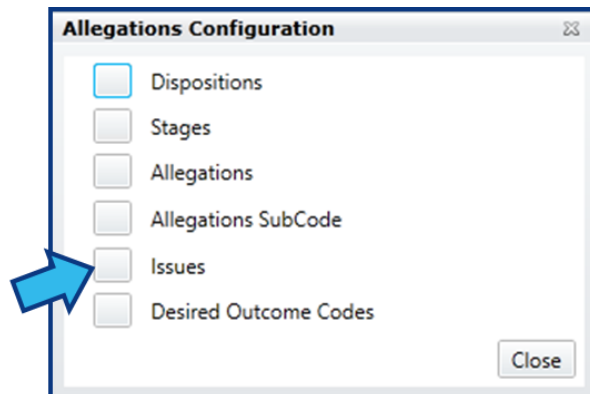
Select either the **Litigation** or **Labor Relations** module. Currently, these are the only modules that use the **Allegations** tab.



Select **Allegations Configuration** on the **Files** tab.

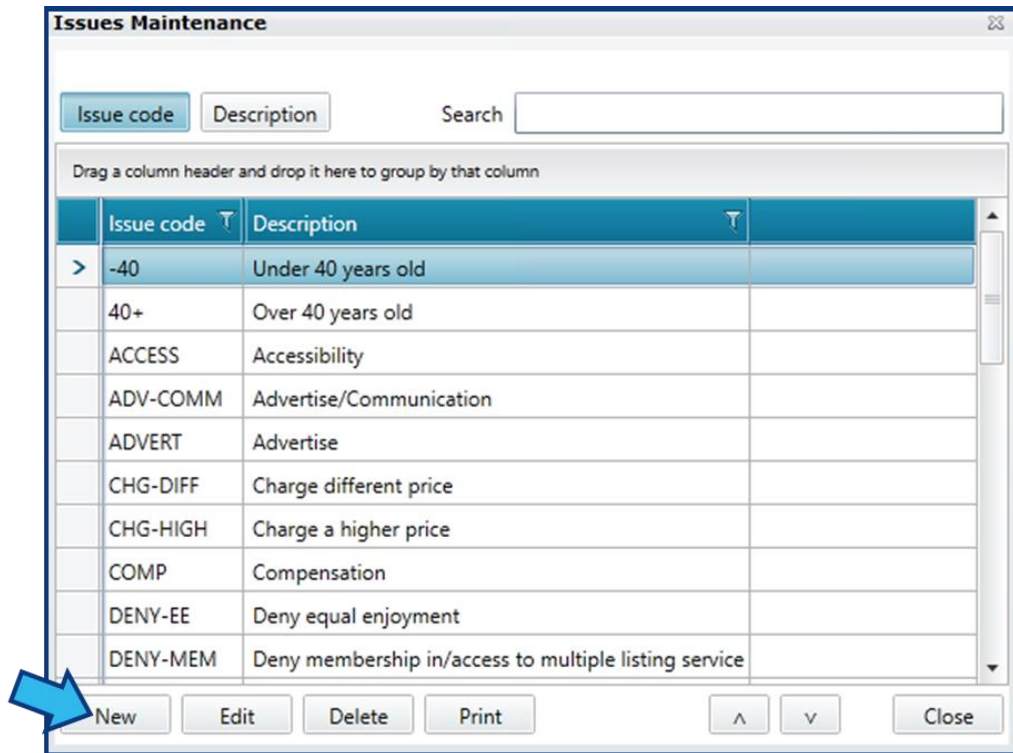


Select **Issues** to access the **Issues Maintenance** window.

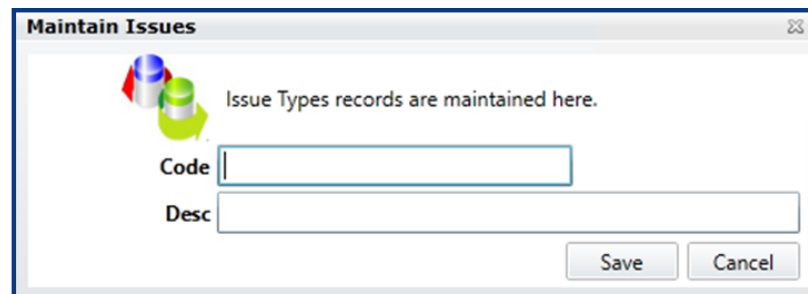


Add an Issue

From the **Issues Maintenance** window, select **New**.



A **Maintain Issues** window will appear.

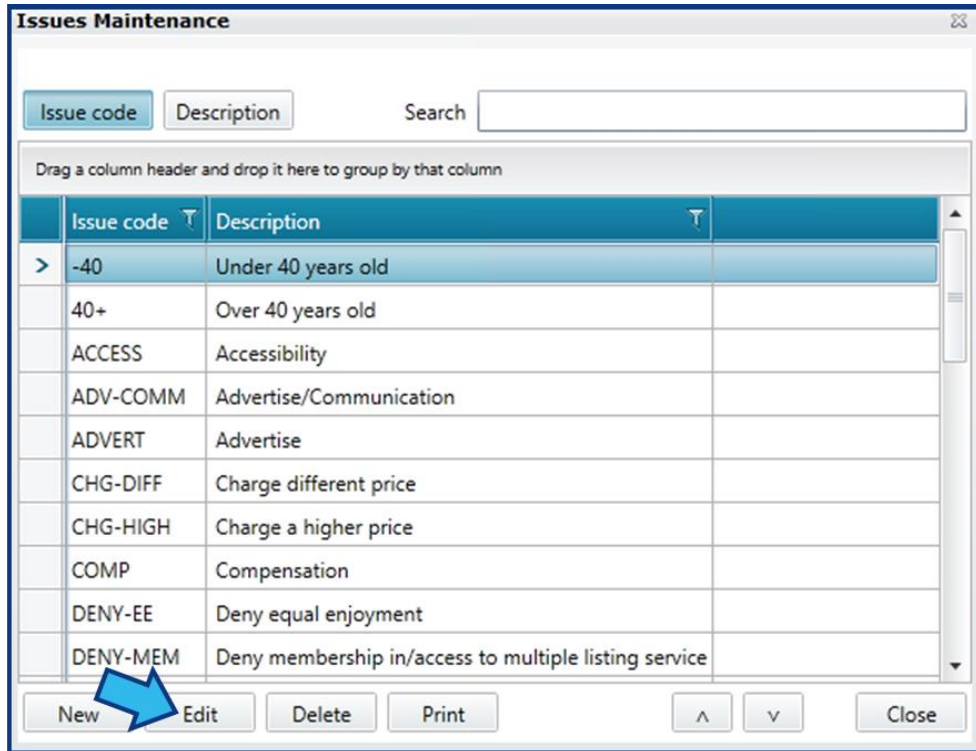


Enter values into the fields based on the following:

- **Code** – This is a unique alphanumeric value. This can be up to 11 characters long.
- **Desc** – This is a descriptive name for the code. This can be up to 50 characters long.

Edit an Issue

From the **Issues Maintenance** window, select **Edit**.



Issues Maintenance

Issue code Description Search

Drag a column header and drop it here to group by that column

	Issue code	Description
>	-40	Under 40 years old
	40+	Over 40 years old
	ACCESS	Accessibility
	ADV-COMM	Advertise/Communication
	ADVERT	Advertise
	CHG-DIFF	Charge different price
	CHG-HIGH	Charge a higher price
	COMP	Compensation
	DENY-EE	Deny equal enjoyment
	DENY-MEM	Deny membership in/access to multiple listing service

New Edit Delete Print ^ v Close

Code will not be editable, but the **Description** can be changed.

Delete an Issue

NOTE: Always confirm an issue is not in use for any current or historical matters. If an issue in use is deleted, it may cause problems retrieving data from the database. If in doubt about a code's usage, **NEVER** delete the code.

From the **Issues Maintenance** window, select **Delete**.



Issues Maintenance

Issue code Description Search

Drag a column header and drop it here to group by that column

	Issue code	Description
>	-40	Under 40 years old
	40+	Over 40 years old
	ACCESS	Accessibility
	ADV-COMM	Advertise/Communication
	ADVERT	Advertise
	CHG-DIFF	Charge different price
	CHG-HIGH	Charge a higher price
	COMP	Compensation
	DENY-EE	Deny equal enjoyment
	DENY-MEM	Deny membership in/access to multiple listing service

New Edit Delete Print ^ v Close

A confirmation will appear. Select **Yes** to confirm you wish to delete this code.

Confirm

Are you sure that you want to delete selected record?

Yes No

Maintain Stage Codes

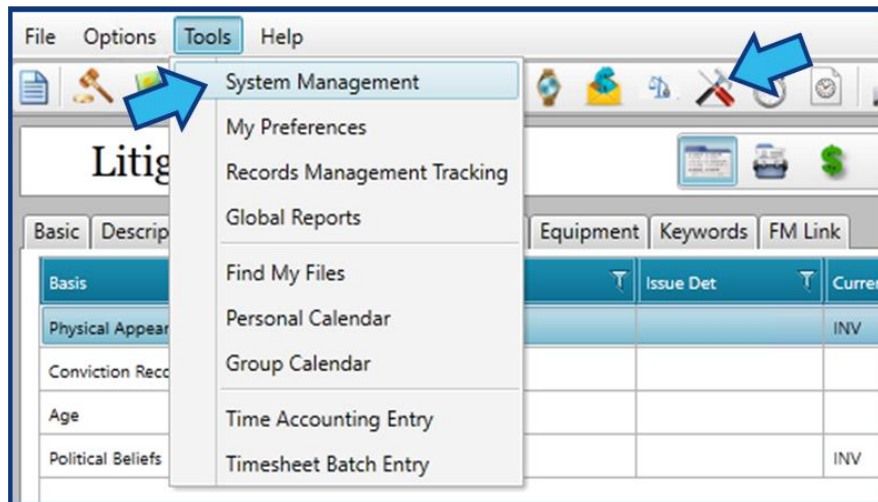
Instructions for the following tasks are provided below:

- [Access Stages Maintenance](#)
- [Add a Stage](#)
- [Edit a Stage](#)
- [Delete a Stage](#)

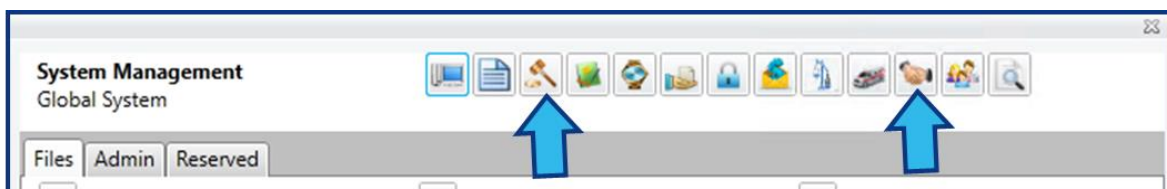
Access Stages Maintenance

Stage codes can be created, edited, or removed by anyone with access to the **System Management** module following the steps below.

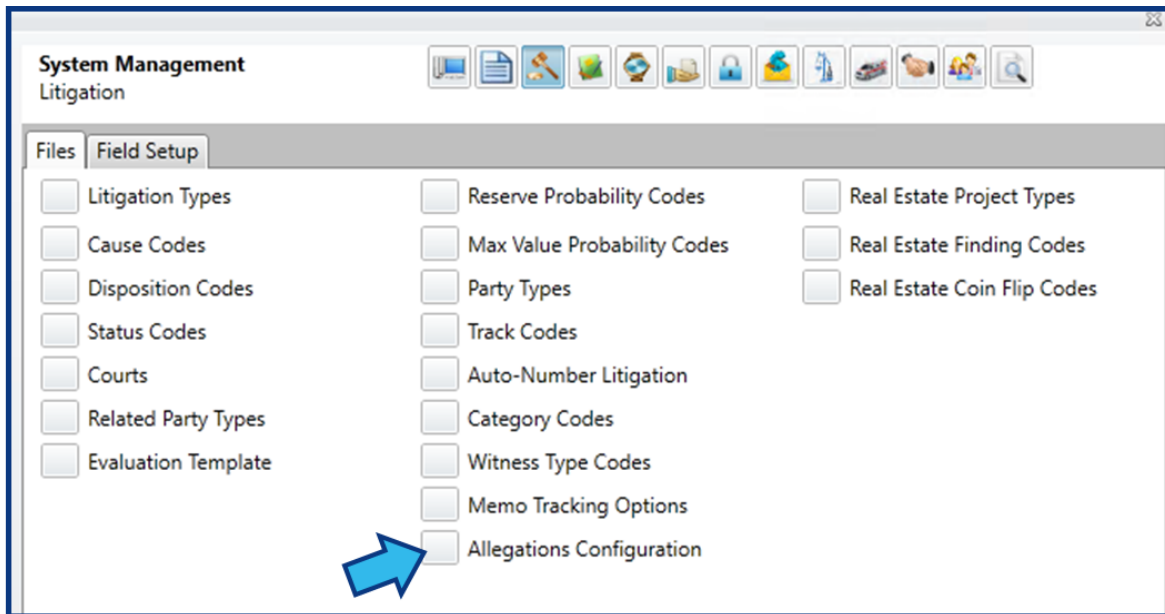
Open **System Management** by selecting the icon from the **Global Toolbar**, or by selecting **Tools** from the **Menu Bar** and then selecting **System Management**.



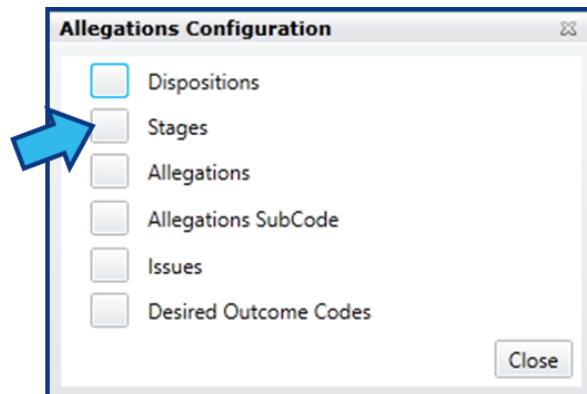
Select either the **Litigation** or **Labor Relations** module. Currently, these are the only modules that use the **Allegations** tab.



Select **Allegations Configuration** on the **Files** tab.

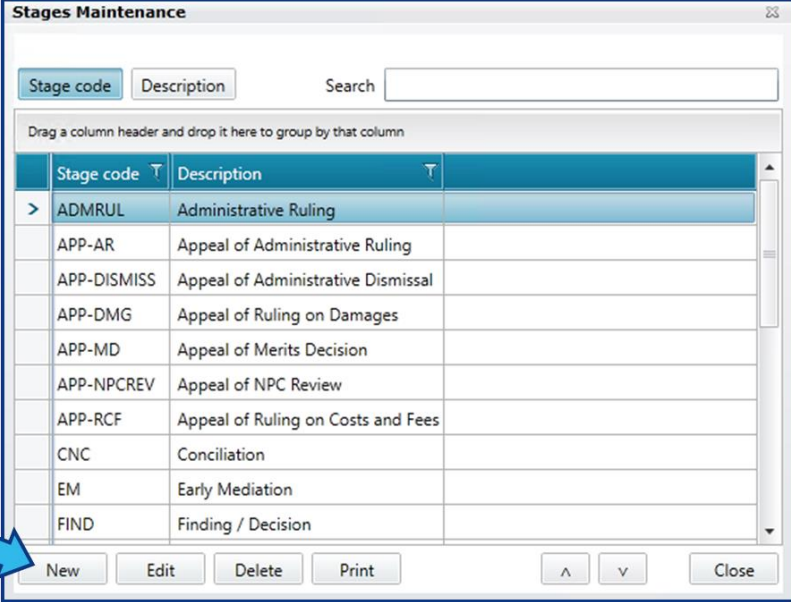


Select **Stages** to access the **Stages Maintenance** window.



Add a Stage

From the **Stages Maintenance** window, select **New**.

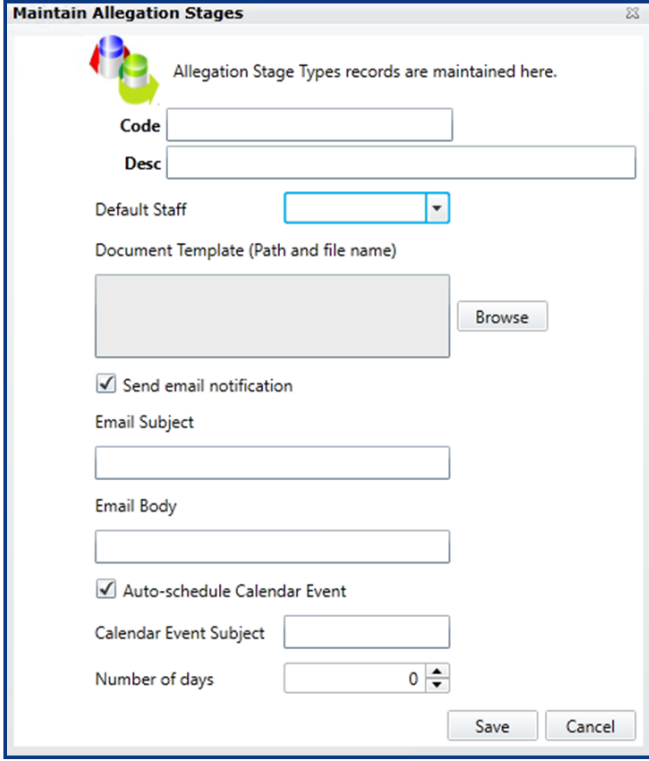


The **Stages Maintenance** window displays a table of stages. A blue arrow points to the **New** button at the bottom left.

Stage code	Description
> ADMRUL	Administrative Ruling
APP-AR	Appeal of Administrative Ruling
APP-DISMISS	Appeal of Administrative Dismissal
APP-DMG	Appeal of Ruling on Damages
APP-MD	Appeal of Merits Decision
APP-NPCREV	Appeal of NPC Review
APP-RCF	Appeal of Ruling on Costs and Fees
CNC	Conciliation
EM	Early Mediation
FIND	Finding / Decision

Buttons at the bottom: New, Edit, Delete, Print, ^, v, Close.

A **Maintain Allegation Stages** window will appear.



The **Maintain Allegation Stages** window contains the following fields and controls:

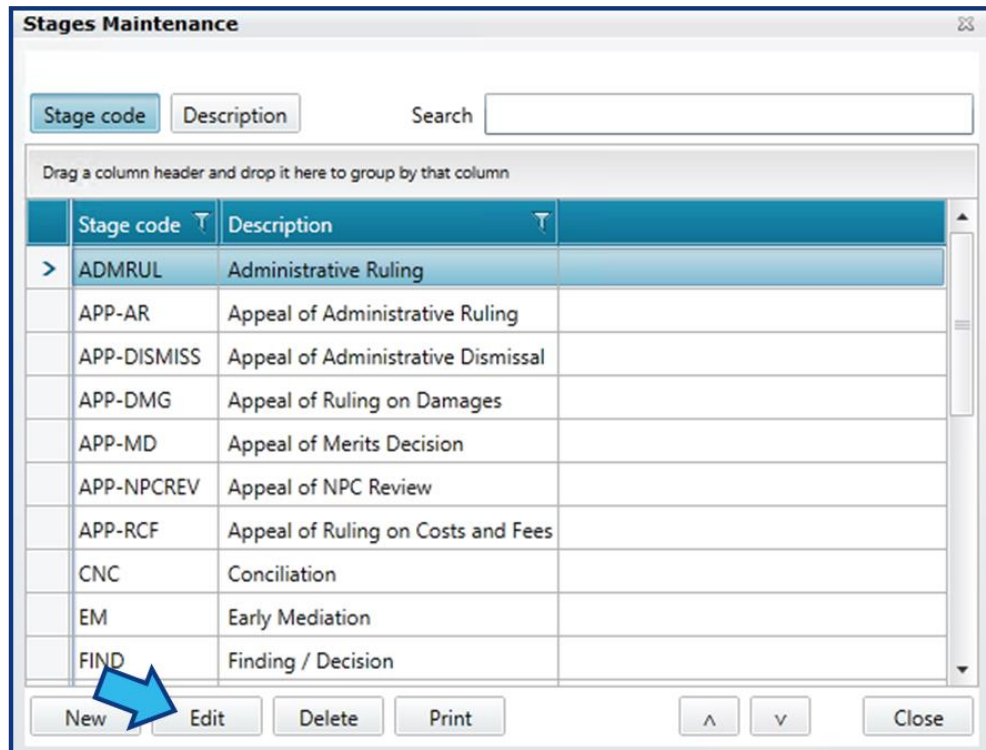
- Code**: Text input field.
- Desc**: Text input field.
- Default Staff**: Dropdown menu.
- Document Template (Path and file name)**: Text input field with a **Browse** button.
- ☒ **Send email notification**
- Email Subject**: Text input field.
- Email Body**: Text input field.
- ☒ **Auto-schedule Calendar Event**
- Calendar Event Subject**: Text input field.
- Number of days**: Spin box set to 0.
- Save** and **Cancel** buttons at the bottom right.

Minimally, a new allegation stage code must have a **Code** and **Description (Desc)** entered. The other fields are optional. Enter values into the fields based on the following:

- **Code** – This is a unique alphanumeric value. This can be up to 11 characters long.
- **Desc** – This is a descriptive name for the code. This can be up to 50 characters long.
- **Default Staff** – This is the staff that will be assigned by default when this stage is selected or auto-generated. If **Send email notification** is checked, this is the staff that will receive that notification.
- **Document Template (Path and file name)** – This is the location for a template to be created when this stage is created.
- **Send email notification** – This is used to toggle email notification. If this is checked, the **Default Staff** will be sent an email when this stage is created.
- **Email Subject** – This is used to set a default email subject for the email notification.
- **Email Body** – This is used to set a default email body for the email notification.
- **Auto-schedule Calendar Event** – This is used to auto-generate a calendar due event when this stage is created.
- **Calendar Event Subject** – This is used to set a default calendar event subject.
- **Number of days** – This is used to set the number of calendar days ahead the auto-generated calendar due event should be created.

Edit a Stage

From the **Stages Maintenance** window, select **Edit**.



Stages Maintenance

Stage code Description Search

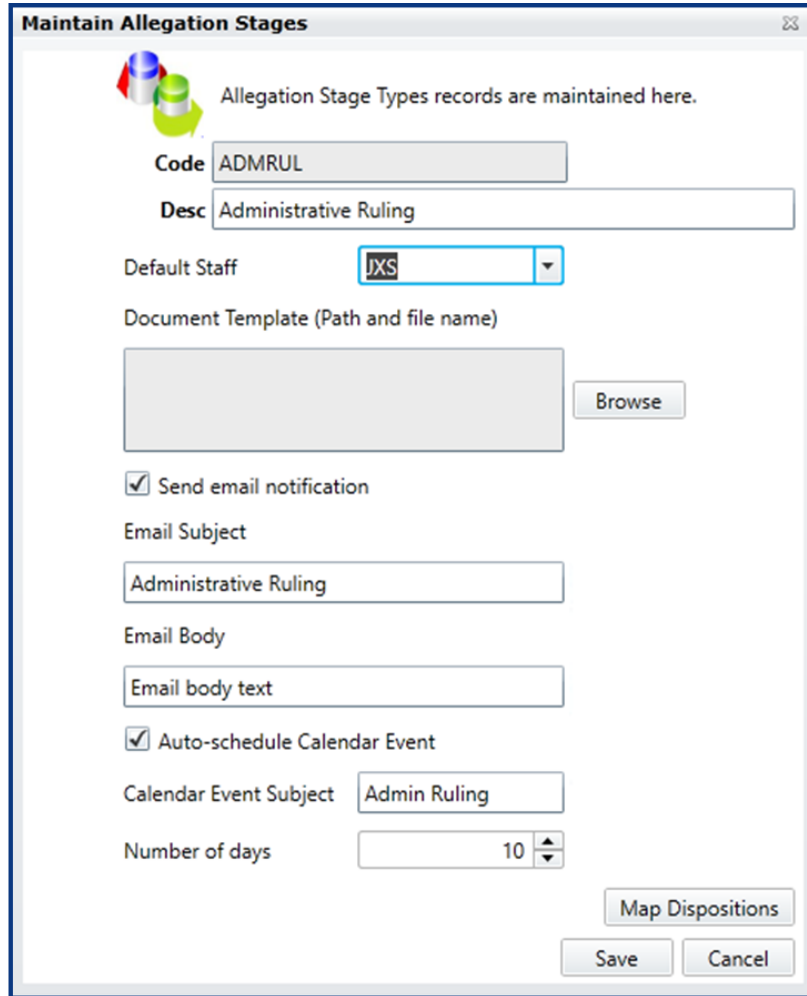
Drag a column header and drop it here to group by that column

	Stage code	Description
>	ADMRUL	Administrative Ruling
	APP-AR	Appeal of Administrative Ruling
	APP-DISMISS	Appeal of Administrative Dismissal
	APP-DMG	Appeal of Ruling on Damages
	APP-MD	Appeal of Merits Decision
	APP-NPCREV	Appeal of NPC Review
	APP-RCF	Appeal of Ruling on Costs and Fees
	CNC	Conciliation
	EM	Early Mediation
	FIND	Finding / Decision

New Edit Delete Print ^ v Close

Code will not be editable. All other fields are editable. See section above for field descriptions.

In addition, when editing a stage, a **Map Dispositions** button will be visible.



Maintain Allegation Stages

Allegation Stage Types records are maintained here.

Code ADMRUL

Desc Administrative Ruling

Default Staff JXS

Document Template (Path and file name)

Browse

☒ Send email notification

Email Subject

Administrative Ruling

Email Body

Email body text

☒ Auto-schedule Calendar Event

Calendar Event Subject Admin Ruling

Number of days 10

Map Dispositions

Save Cancel

For more information, see the section below: [**Map Dispositions for Stage**](#)

Delete a Stage

NOTE: Always confirm a stage is not in use for any current or historical matters. If a stage in use is deleted, it may cause problems retrieving data from the database. If in doubt about a code's usage, **NEVER** delete the code.

From the **Stages Maintenance** window, select **Delete**.



Stage code	Description
> ADMRUL	Administrative Ruling
APP-AR	Appeal of Administrative Ruling
APP-DISMISS	Appeal of Administrative Dismissal
APP-DMG	Appeal of Ruling on Damages
APP-MD	Appeal of Merits Decision
APP-NPCREV	Appeal of NPC Review
APP-RCF	Appeal of Ruling on Costs and Fees
CNC	Conciliation
EM	Early Mediation
FIND	Finding / Decision

Buttons: New, Edit, Delete, Print, ^, v, Close

A confirmation will appear. Select **Yes** to confirm you wish to delete this code.

Confirm

Are you sure that you want to delete selected record?

Buttons: Yes, No

Maintain Stage Disposition Codes

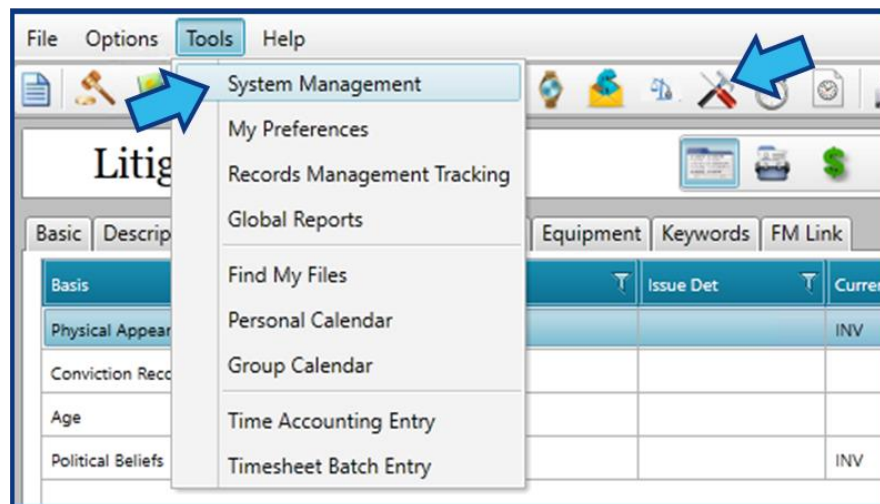
Instructions for the following tasks are provided below:

- [Access Allegation Dispositions Maintenance](#)
- [Add a Disposition](#)
- [Edit a Disposition](#)
- [Delete a Disposition](#)

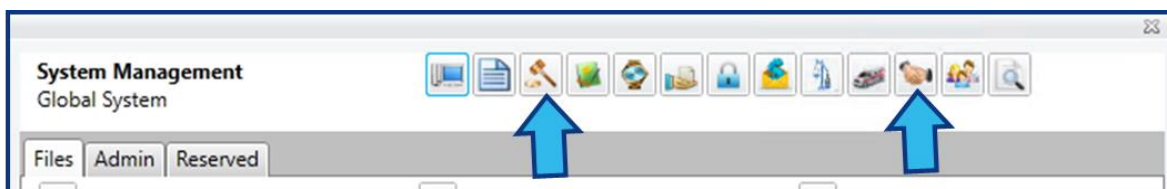
Access Allegation Dispositions Maintenance

Stage disposition codes can be created, edited, or removed by anyone with access to the **System Management** module following the steps below.

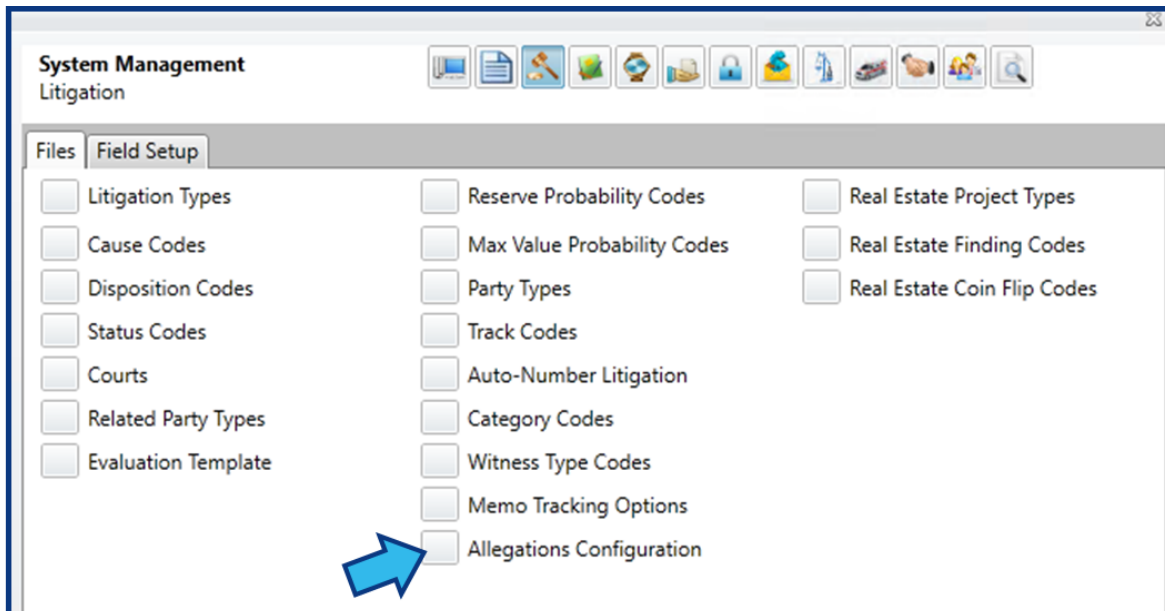
Open **System Management** by selecting the icon from the **Global Toolbar**, or by selecting **Tools** from the **Menu Bar** and then selecting **System Management**.



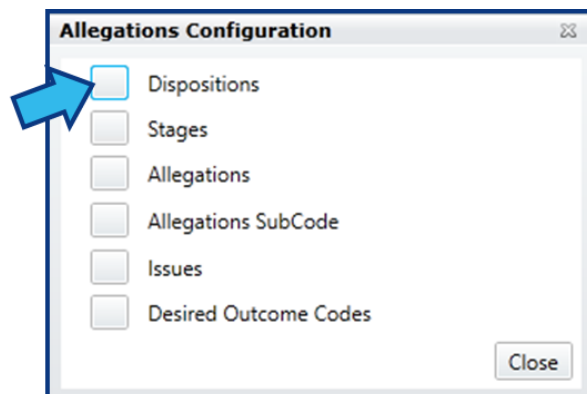
Select either the **Litigation** or **Labor Relations** module. Currently, these are the only modules that use the **Allegations** tab.



Select **Allegations Configuration** on the **Files** tab.

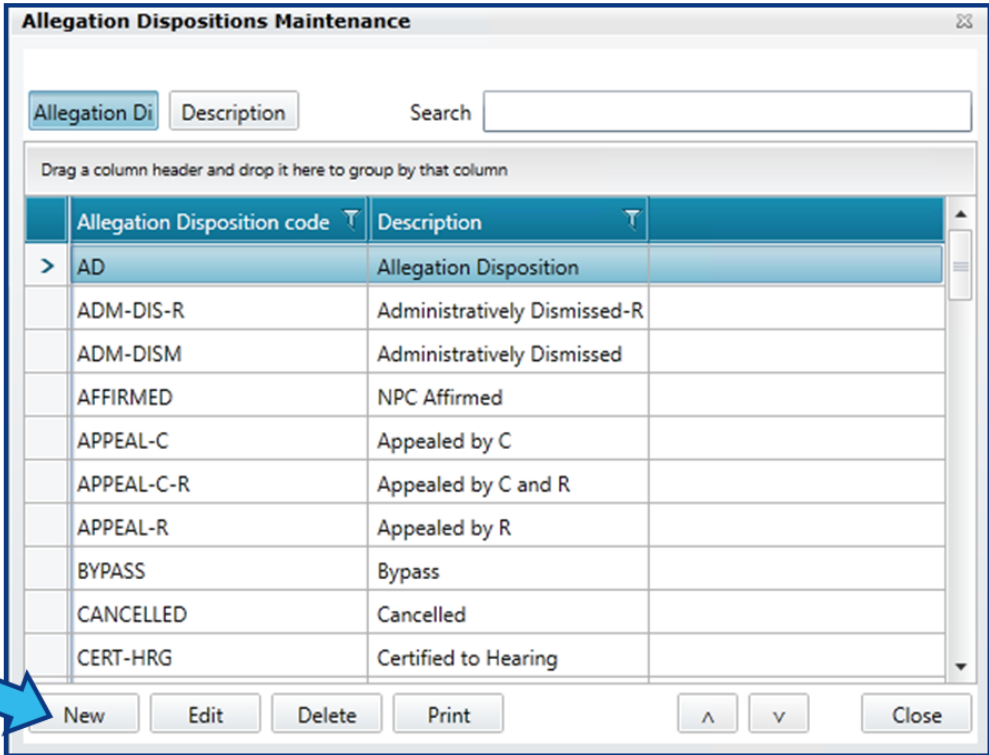


Select **Dispositions** to access the **Allegation Dispositions Maintenance** window.



Add a Disposition

From the **Allegation Dispositions Maintenance** window, select **New**.



The **Allegation Dispositions Maintenance** window displays a table of existing dispositions. A blue arrow points to the **New** button at the bottom left.

Allegation Disposition code	Description
AD	Allegation Disposition
ADM-DIS-R	Administratively Dismissed-R
ADM-DISM	Administratively Dismissed
AFFIRMED	NPC Affirmed
APPEAL-C	Appealed by C
APPEAL-C-R	Appealed by C and R
APPEAL-R	Appealed by R
BYPASS	Bypass
CANCELLED	Cancelled
CERT-HRG	Certified to Hearing

Buttons at the bottom: New, Edit, Delete, Print, ^, v, Close.

A **Maintain Allegation Dispositions** window will appear.



The **Maintain Allegation Dispositions** window contains the following fields and buttons:

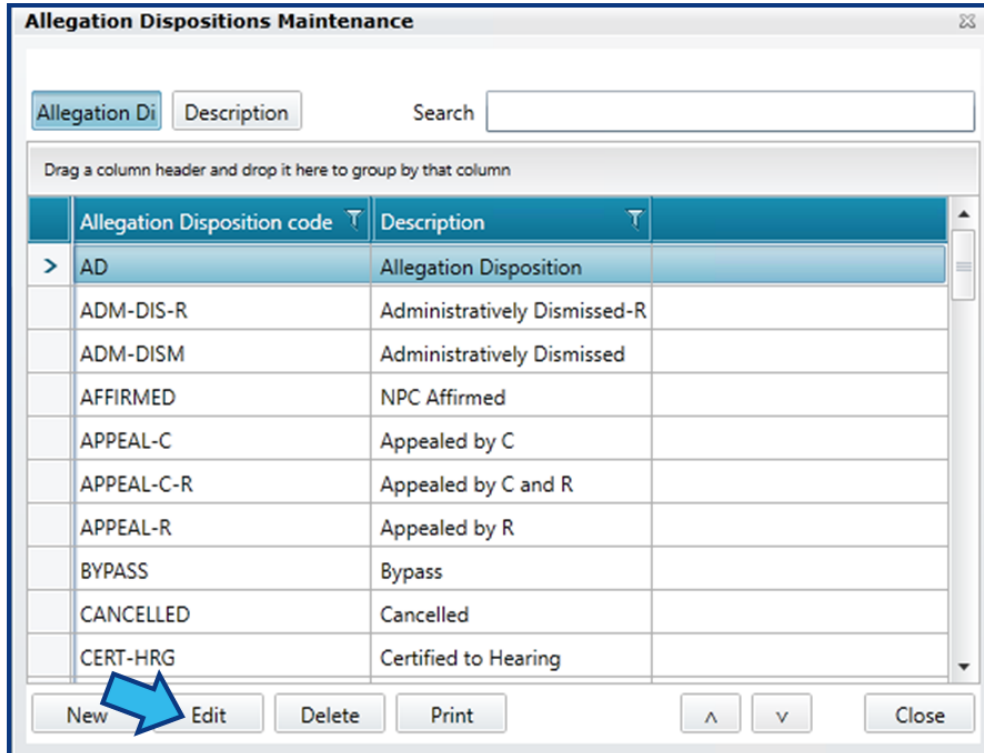
- Code:
- Desc:
- Save button
- Cancel button

Enter values into the fields based on the following:

- **Code** – This is a unique alphanumeric value. This can be up to 11 characters long.
- **Desc** – This is a descriptive name for the code. This can be up to 50 characters long.

Edit a Disposition

From the **Allegation Dispositions Maintenance** window, select **Edit**.



Allegation Disposition code	Description
AD	Allegation Disposition
ADM-DIS-R	Administratively Dismissed-R
ADM-DISM	Administratively Dismissed
AFFIRMED	NPC Affirmed
APPEAL-C	Appealed by C
APPEAL-C-R	Appealed by C and R
APPEAL-R	Appealed by R
BYPASS	Bypass
CANCELLED	Cancelled
CERT-HRG	Certified to Hearing

Code will not be editable, but the **Description** can be changed.

Delete a Disposition

NOTE: Always confirm a disposition is not in use for any current or historical matters. If a disposition in use is deleted, it may cause problems retrieving data from the database. If in doubt about a code's usage, **NEVER** delete the code.

From the **Allegation Dispositions Maintenance** window, select **Delete**.



Allegation Dispositions Maintenance

Allegation Di Description Search

Drag a column header and drop it here to group by that column

	Allegation Disposition code	Description	
>	AD	Allegation Disposition	
	ADM-DIS-R	Administratively Dismissed-R	
	ADM-DISM	Administratively Dismissed	
	AFFIRMED	NPC Affirmed	
	APPEAL-C	Appealed by C	
	APPEAL-C-R	Appealed by C and R	
	APPEAL-R	Appealed by R	
	BYPASS	Bypass	
	CANCELLED	Cancelled	
	CERT-HRG	Certified to Hearing	

New Edit Delete Print ^ v Close

A confirmation will appear. Select **Yes** to confirm you wish to delete this code.

Confirm

 Are you sure that you want to delete selected record?

Yes No

Map Dispositions for Stage

Instructions for the following tasks are provided below:

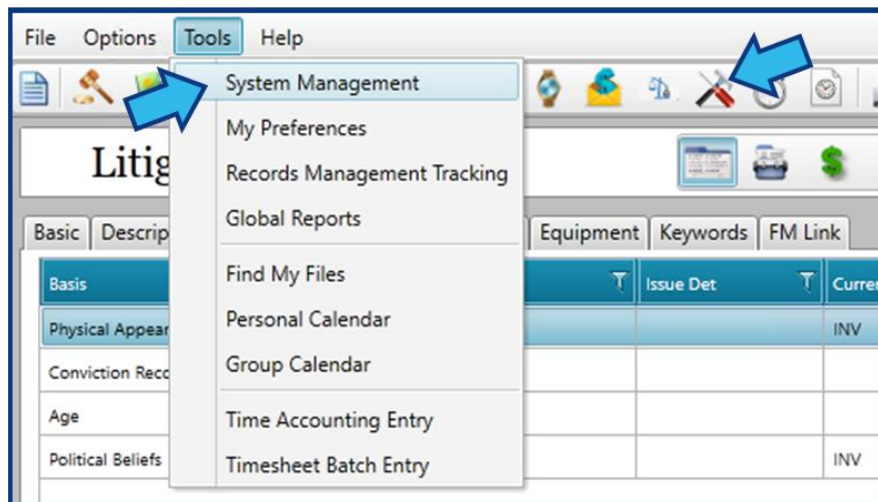
- [Map a New Disposition](#)
- [Edit a Mapped Disposition](#)
- [Delete a Mapped Disposition](#)

Map a New Disposition

When dispositions are mapped to stages, this allows for the auto-generation of the next stage. In addition, this limits the available options in the **Disposition** drop-down in the **Add Allegation Stage** and **Edit Allegation Stage** windows to only show mapped dispositions.

NOTE: If no dispositions are mapped to a stage, all available dispositions will appear in the **Disposition** drop-down in the **Add Allegation Stage** and **Edit Allegation Stage** windows.

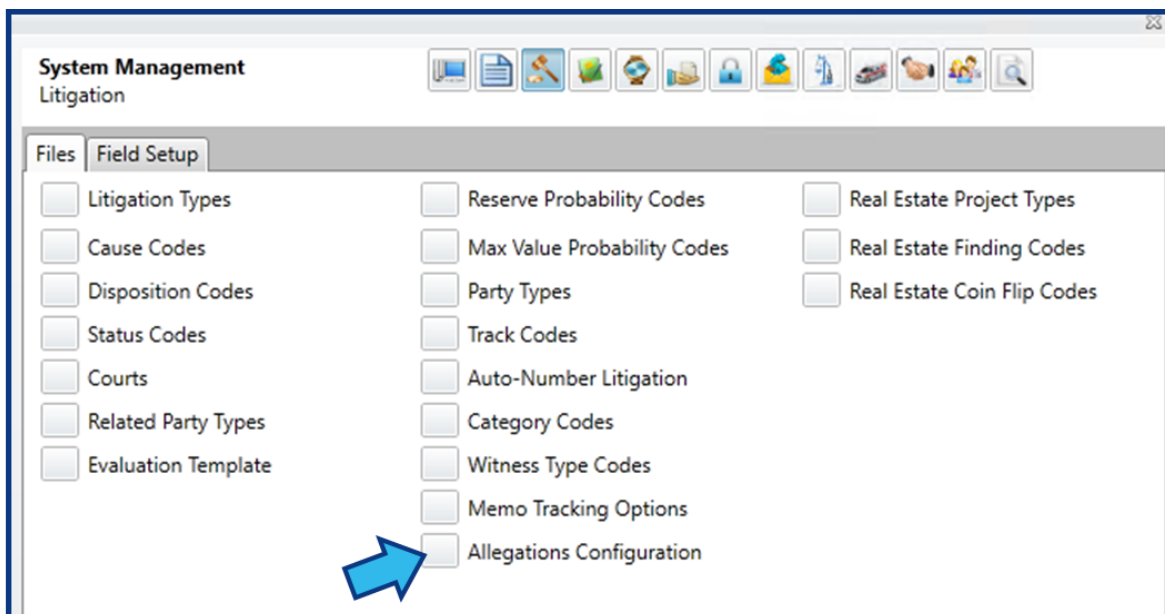
To map a new disposition, first access the **Stages Maintenance** window in **System Management**. Open **System Management** by selecting the icon from the **Global Toolbar**, or by selecting **Tools** from the **Menu Bar** and then selecting **System Management**.



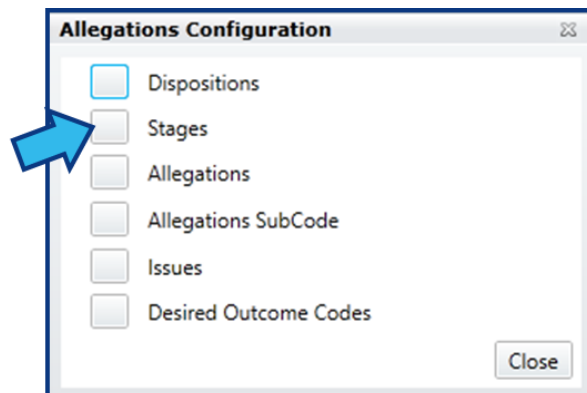
Select either the **Litigation** or **Labor Relations** module. Currently, these are the only modules that use the **Allegations** tab.



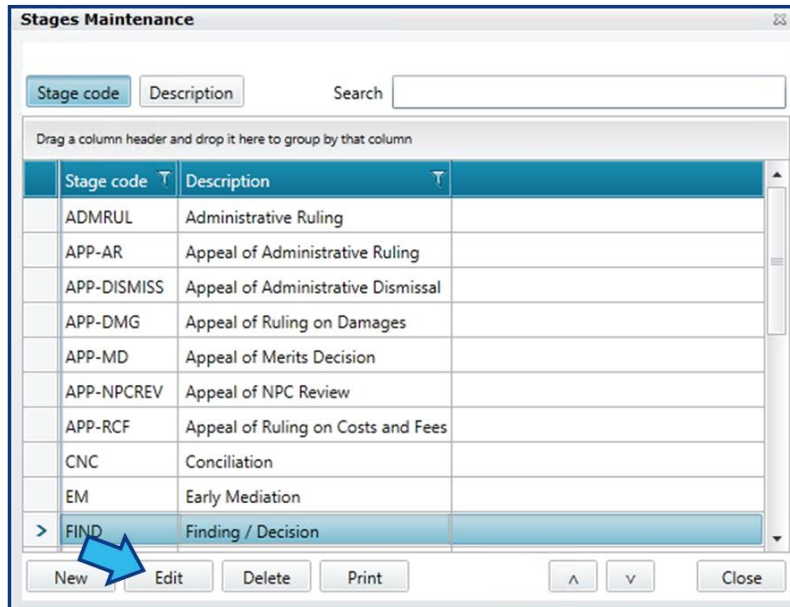
Select **Allegations Configuration** on the **Files** tab.



Select **Stages** to access the **Stages Maintenance** window.

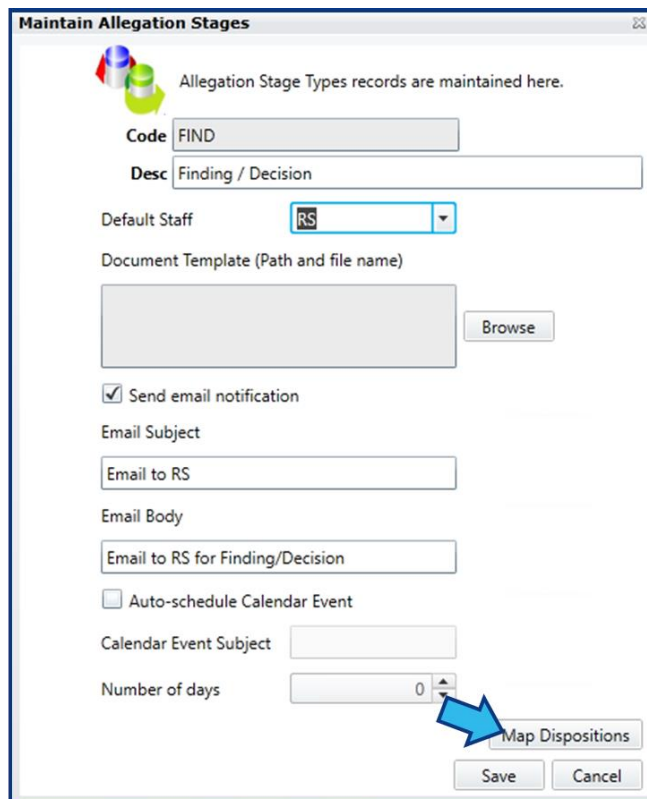


Next, highlight the stage to which you want to map a new disposition. Select **Edit**.



Stage code	Description
ADMRUL	Administrative Ruling
APP-AR	Appeal of Administrative Ruling
APP-DISSMISS	Appeal of Administrative Dismissal
APP-DMG	Appeal of Ruling on Damages
APP-MD	Appeal of Merits Decision
APP-NPCREV	Appeal of NPC Review
APP-RCF	Appeal of Ruling on Costs and Fees
CNC	Conciliation
EM	Early Mediation
FIND	Finding / Decision

Select **Map Dispositions**.



Allegation Stage Types records are maintained here.

Code: FIND

Desc: Finding / Decision

Default Staff: RS

Document Template (Path and file name):

☒ Send email notification

Email Subject:

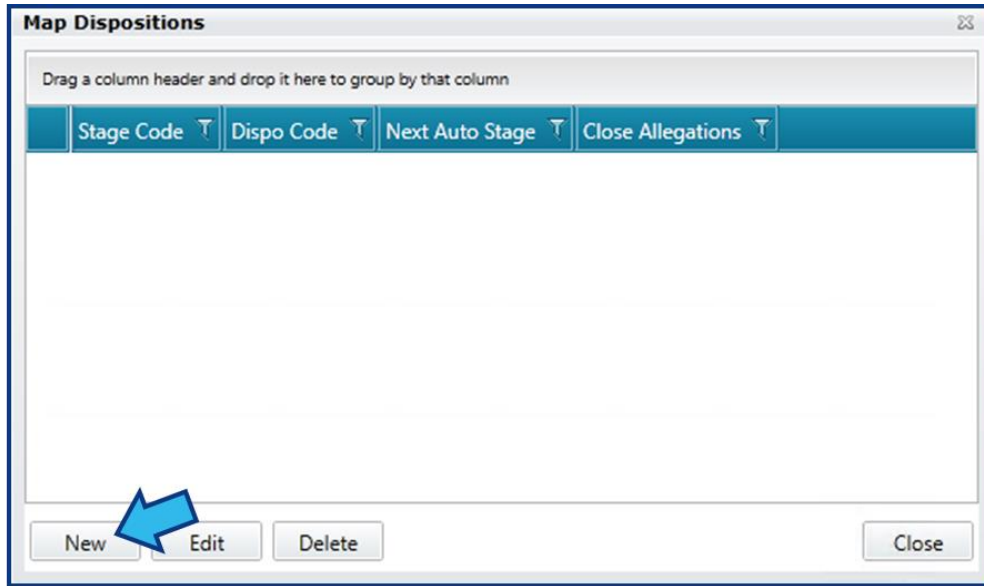
Email Body:

☐ Auto-schedule Calendar Event

Calendar Event Subject:

Number of days:

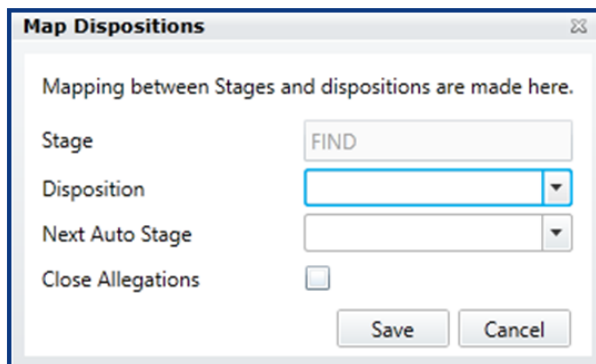
Select **New**.



The **Map Dispositions** window is shown. It has a title bar with a maximize button. Below the title bar is a instruction: "Drag a column header and drop it here to group by that column". Below this is a table with four columns: "Stage Code", "Dispo Code", "Next Auto Stage", and "Close Allegations". Each column has a small upward arrow icon. Below the table is a large empty area. At the bottom of the window are four buttons: "New", "Edit", "Delete", and "Close". A blue arrow points to the "New" button.

In the **Map Dispositions** window that appears, enter the mapping information according to the following:

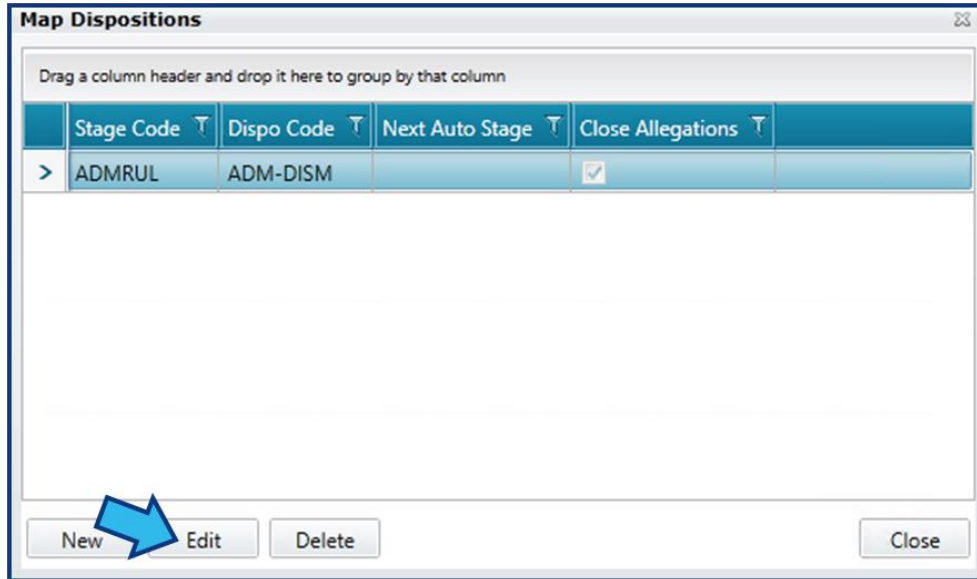
- **Stage** – This field is not editable. It displays the stage to which you are mapping the disposition.
- **Disposition** – This is a disposition you want mapped to the current selected stage.
- **Next Auto Stage** – This is the stage you want to be auto-generated when a user selects the disposition selected in the **Disposition** field. If you do not want another stage auto-generated, leave this field blank.
- **Close Allegations** – If the disposition selected in the **Disposition** field should also close the allegation, place a check in this box. When a user selects this mapped disposition, the allegation to which the stage is created will be closed with a closing date equal to the stage disposition date, or the current date if no stage disposition date is provided.



The **Map Dispositions** window is shown with mapping information. The title bar has a maximize button. Below the title bar is the text: "Mapping between Stages and dispositions are made here." Below this are four fields: "Stage" with a text box containing "FIND", "Disposition" with a dropdown menu, "Next Auto Stage" with a dropdown menu, and "Close Allegations" with a checkbox. At the bottom are two buttons: "Save" and "Cancel".

Edit a Mapped Disposition

To edit a mapped disposition, repeat the process to map a new disposition with one exception. Once at the **Map Dispositions** window, highlight the disposition mapping you would like to edit and then select **Edit**.

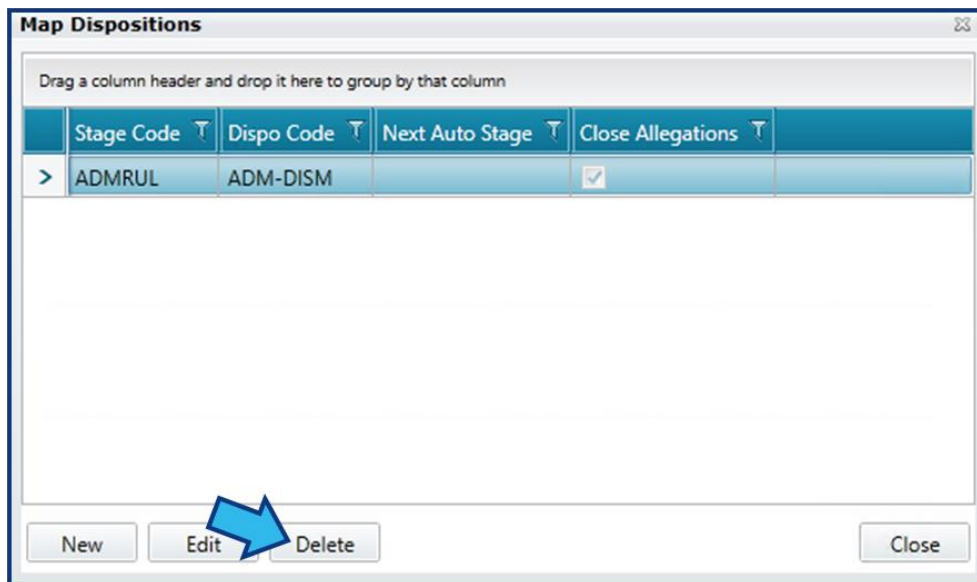


The screenshot shows the "Map Dispositions" window. At the bottom, there are three buttons: "New", "Edit", and "Delete". A blue arrow points to the "Edit" button.

	Stage Code	Dispo Code	Next Auto Stage	Close Allegations
>	ADMRUL	ADM-DISM		☒

Delete a Mapped Disposition

To delete a mapped disposition, repeat the process to map a new disposition with one exception. Once at the **Map Dispositions** window, highlight the disposition mapping you would like to delete and then select **Delete**.



The screenshot shows the "Map Dispositions" window. At the bottom, there are three buttons: "New", "Edit", and "Delete". A blue arrow points to the "Delete" button.

	Stage Code	Dispo Code	Next Auto Stage	Close Allegations
>	ADMRUL	ADM-DISM		☒

NOTE: This does not delete the stage disposition. It only removes the mapping. Deleting a mapping means the disposition will no longer appear in the **Disposition** drop-down when adding or editing this stage. All instances of this stage with this disposition already applied will be unchanged. However, if one of these instances is later edited, the user will be required to select a valid disposition from the remaining available options if at least 1 mapped disposition remains.

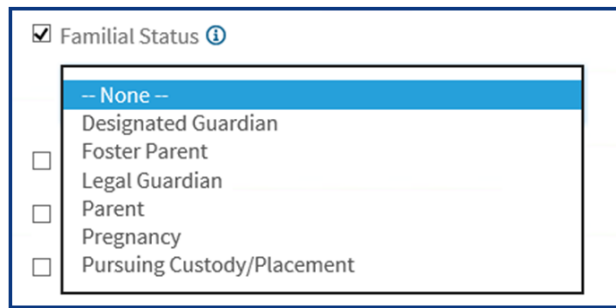
Maintain Portal Codes

Instructions for the following tasks are provided below:

- [Maintain Allegation SubCodes](#)
- [Maintain Desired Outcome Codes](#)

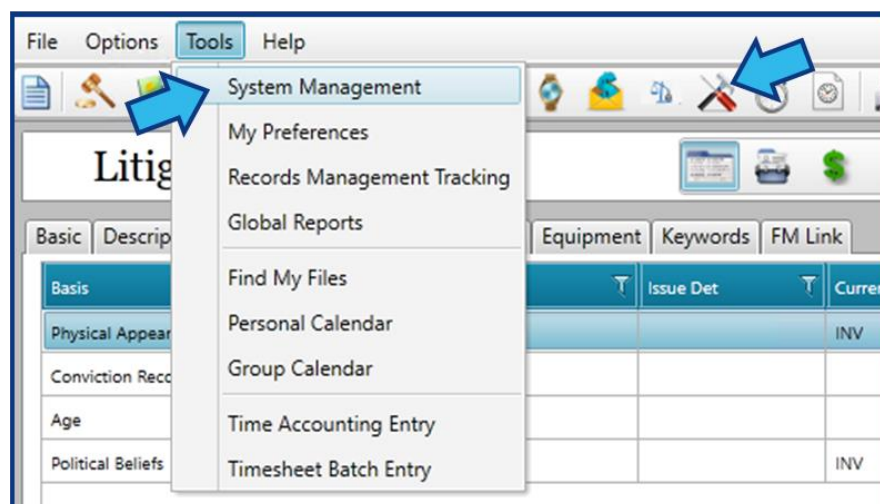
Maintain Allegation SubCodes

If you have a web portal linked to **CLW**, you can set up a drop-down for an allegation which presents the portal user with additional categories for the selected allegation. An example is provided below:

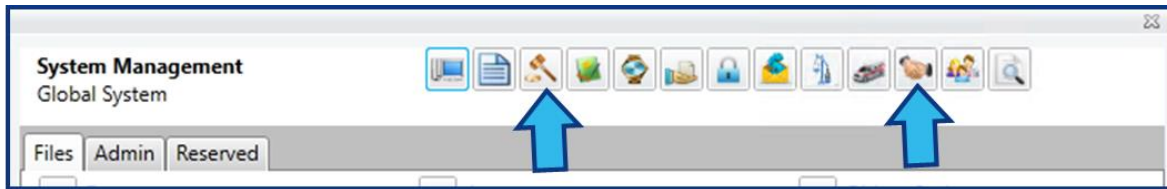


☒ Familial Status ⓘ
 -- None --
☐ Designated Guardian
☐ Foster Parent
☐ Legal Guardian
☐ Parent
☐ Pregnancy
☐ Pursuing Custody/Placement

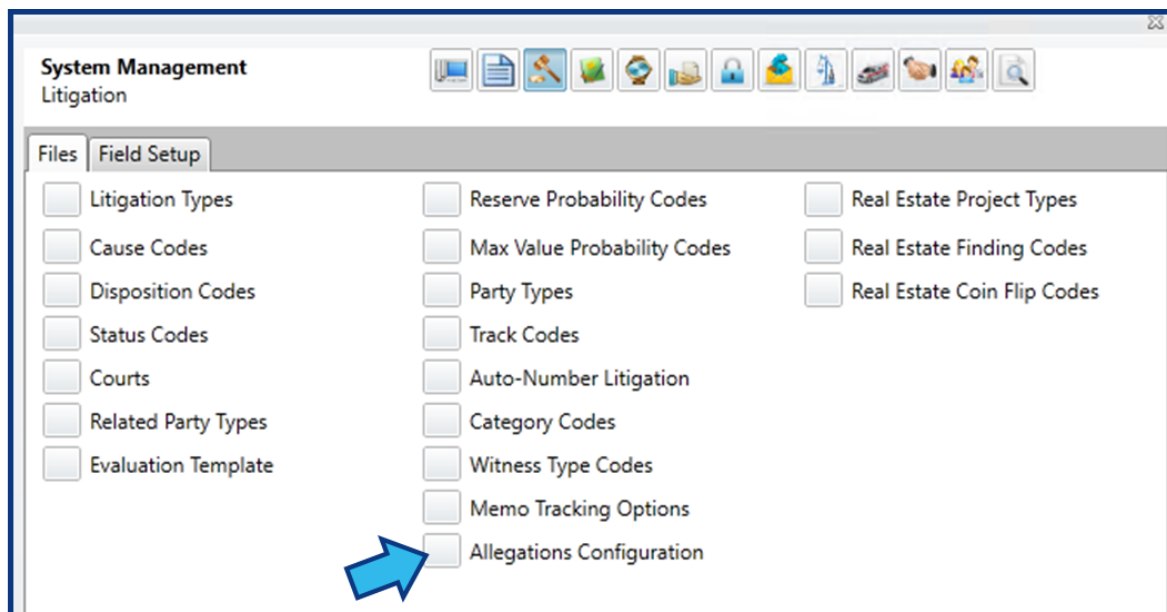
These subcodes are managed in the **Allegations SubCode Maintenance** window. To access this window, open **System Management** by selecting the icon from the **Global Toolbar**, or by selecting **Tools** from the **Menu Bar** and then selecting **System Management**.



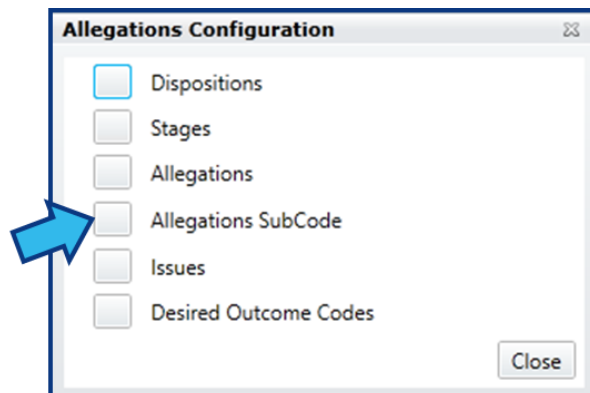
Select either the **Litigation** or **Labor Relations** module. Currently, these are the only modules that use the **Allegations** tab.



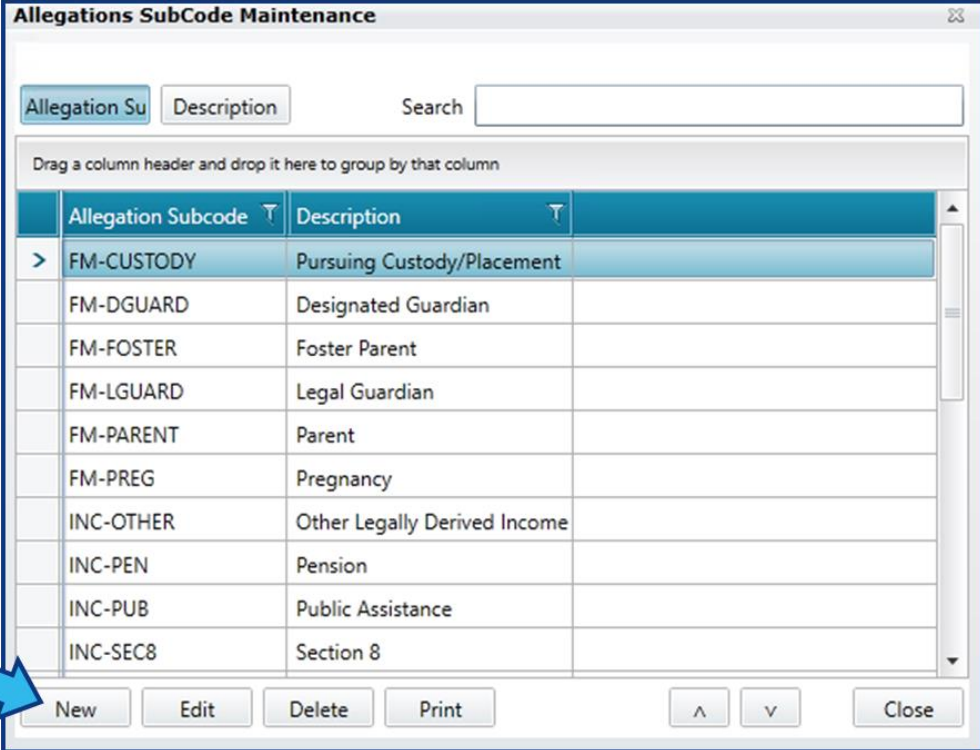
Select **Allegations Configuration** on the **Files** tab.



Select **Allegations SubCode** to access the **Allegations SubCode Maintenance** window.



From here you can create a new subcode or edit or remove an existing one. To add a new subcode, select **New**.

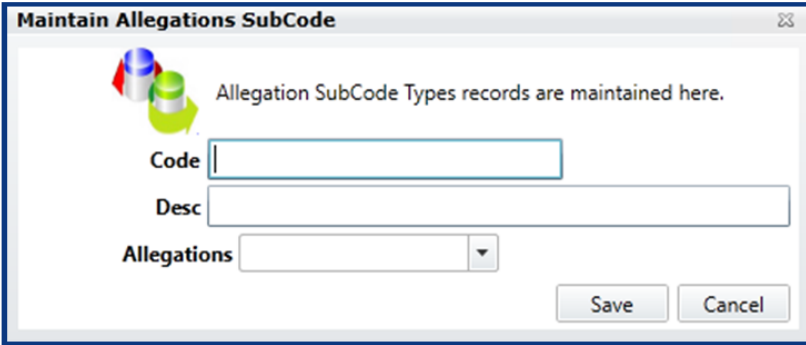


The **Allegations SubCode Maintenance** window displays a table of existing subcodes. A blue arrow points to the **New** button at the bottom left.

Allegation Su	Description	Search
Drag a column header and drop it here to group by that column		
Allegation Subcode	Description	
> FM-CUSTODY	Pursuing Custody/Placement	
FM-DGUARD	Designated Guardian	
FM-FOSTER	Foster Parent	
FM-LGUARD	Legal Guardian	
FM-PARENT	Parent	
FM-PREG	Pregnancy	
INC-OTHER	Other Legally Derived Income	
INC-PEN	Pension	
INC-PUB	Public Assistance	
INC-SEC8	Section 8	

Buttons: New, Edit, Delete, Print, ^, v, Close

A **Maintain Allegations SubCode** window will appear.



The **Maintain Allegations SubCode** window contains the following fields:

- Code**: Text input field
- Desc**: Text input field
- Allegations**: Dropdown menu

Buttons: Save, Cancel

Enter values into the fields based on the following:

- **Code** – This is a unique alphanumeric value. This can be up to 11 characters long.
- **Desc** – This is a descriptive name for the code. This can be up to 50 characters long.
- **Allegations** – This the allegation to which this subcode belongs.

When editing an **Allegation SubCode**, the **Code** field will not be editable, but the remaining fields are editable.

When deleting an **Allegation SubCode**, the code will no longer appear as an option on the portal.

Maintain Desired Outcome Codes

If you have a web portal linked to the **Litigation** module in **CLW**, you can set up check boxes of possible desired outcomes for the portal user to select. An example is provided below:

What do you hope to get out of this process?

☐ Allowed Housing

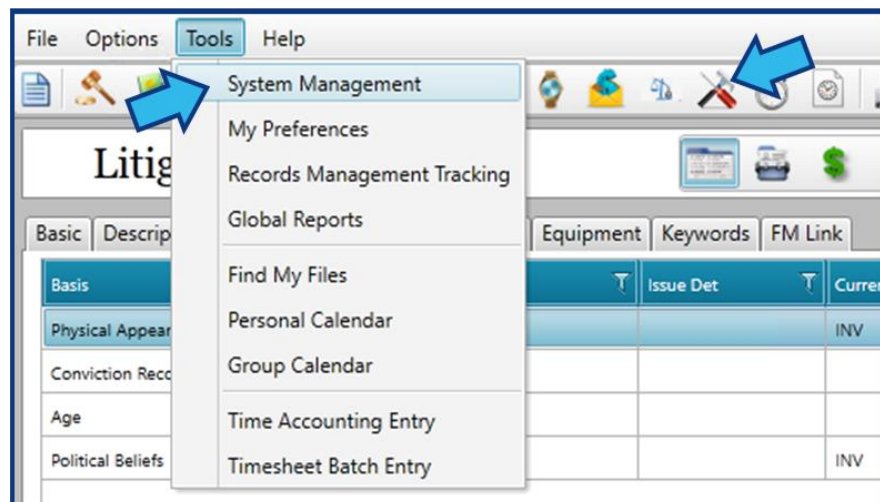
☐ Reinstatement of Employment

☐ Other

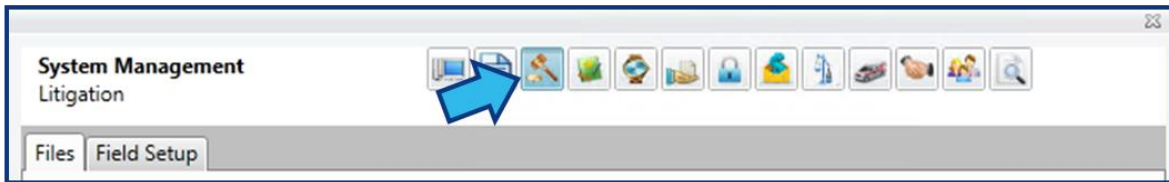
☐ Reimbursement for Damages

☐ Some type of Apology

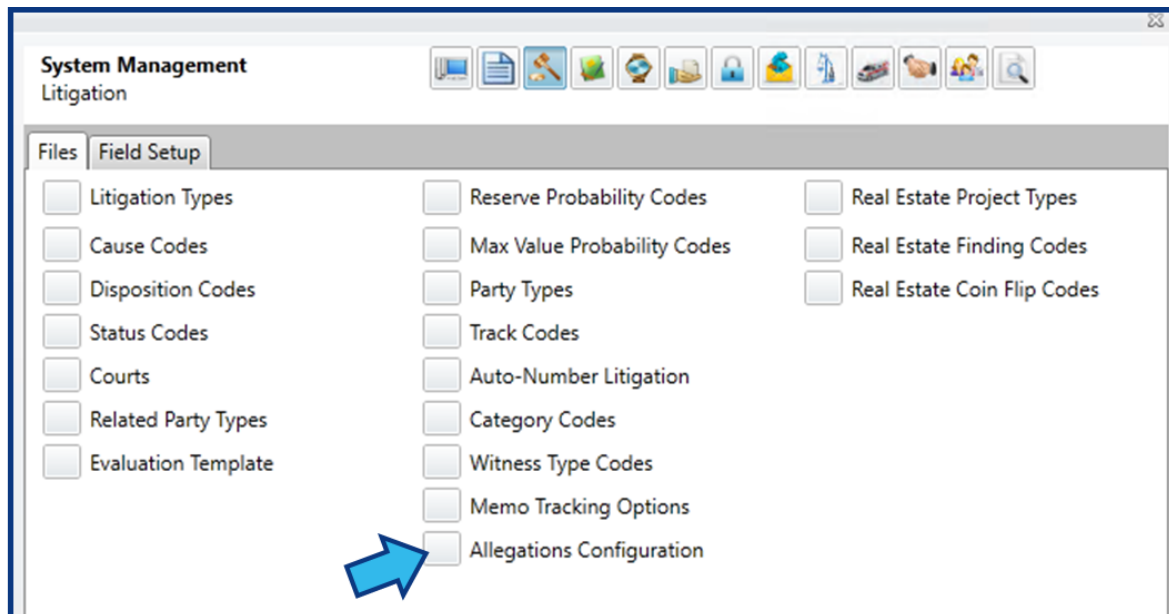
These codes are managed in the **Desired Outcome Codes Maintenance** window. To access this window, open **System Management** by selecting the icon from the **Global Toolbar**, or by selecting **Tools** from the **Menu Bar** and then selecting **System Management**.



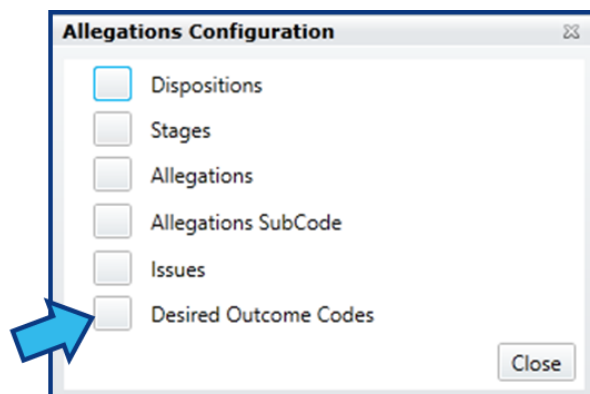
Select the **Litigation** module. Currently, this is only available in the **Litigation** module.



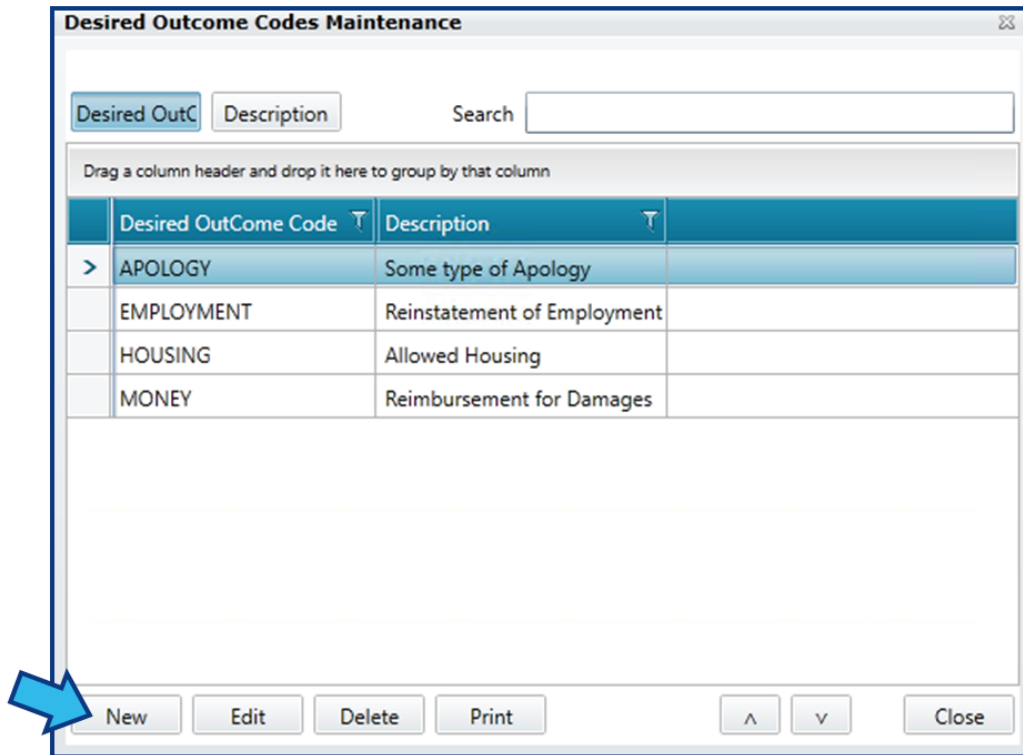
Select **Allegations Configuration** on the **Files** tab.



Select **Desired Outcome Codes** to access the **Desired Outcome Codes Maintenance** window.



From here you can create a new code or edit or remove an existing one. To add a new code, select **New**.



Desired Outcome Codes Maintenance

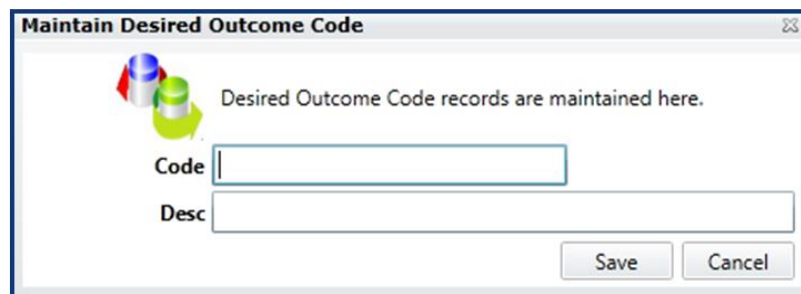
Desired OutC Description Search

Drag a column header and drop it here to group by that column

Desired OutCome Code	Description
> APOLOGY	Some type of Apology
EMPLOYMENT	Reinstatement of Employment
HOUSING	Allowed Housing
MONEY	Reimbursement for Damages

New Edit Delete Print ^ v Close

A **Maintain Desired Outcome Code** window will appear.



Maintain Desired Outcome Code

Desired Outcome Code records are maintained here.

Code

Desc

Save Cancel

Enter values into the fields based on the following:

- **Code** – This is a unique alphanumeric value. This can be up to 11 characters long.
- **Desc** – This is a descriptive name for the code. This can be up to 50 characters long.

When editing a **Desired Outcome Code**, the **Code** field will not be editable, but the description can be changed.

When deleting a **Desired Outcome Code**, the code will no longer appear as an option on the portal.