

Purpose

Use this quick sheet to manage client activities using SCRAM 24/7.

Procedure

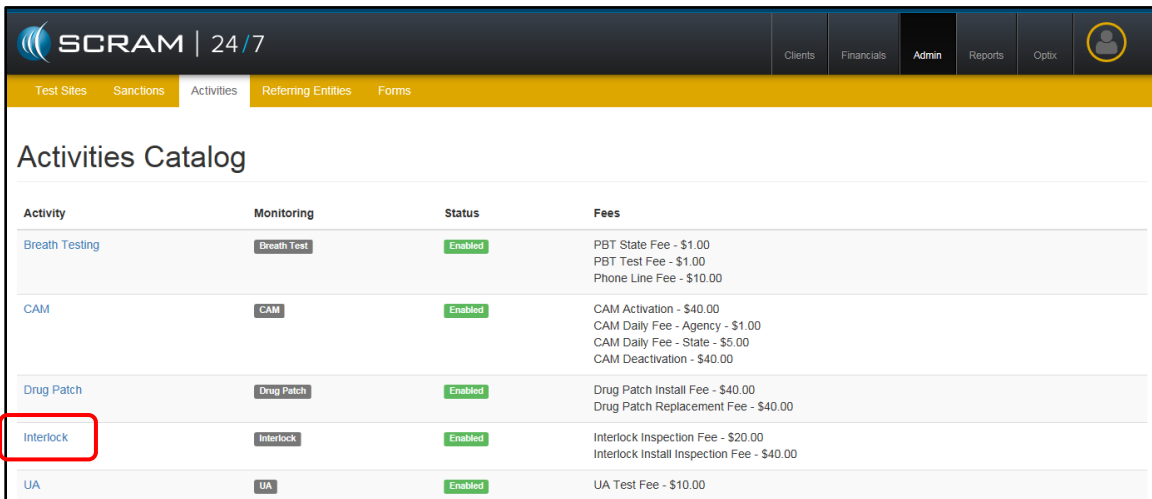
Tasks related to managing activities include:

- Adding a fee to an activity.
- Editing a fee amount.
- Disabling an activity fee.

Add a Fee to an Activity

1. Log in to SCRAM 24/7.
2. Click the **Admin** top-navigation option.
3. Click the **Activities** tab.

The *Activities Catalog* page appears.

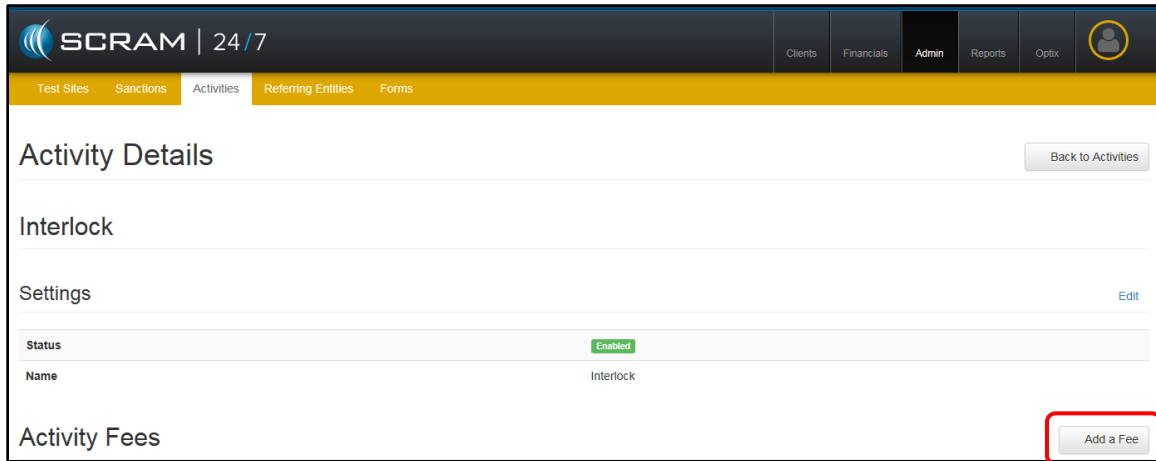


Activity	Monitoring	Status	Fees
Breath Testing	Breath Test	Enabled	PBT State Fee - \$1.00 PBT Test Fee - \$1.00 Phone Line Fee - \$10.00
CAM	CAM	Enabled	CAM Activation - \$40.00 CAM Daily Fee - Agency - \$1.00 CAM Daily Fee - State - \$5.00 CAM Deactivation - \$40.00
Drug Patch	Drug Patch	Enabled	Drug Patch Install Fee - \$40.00 Drug Patch Replacement Fee - \$40.00
Interlock	Interlock	Enabled	Interlock Inspection Fee - \$20.00 Interlock Install Inspection Fee - \$40.00
UA	UA	Enabled	UA Test Fee - \$10.00

4. Click the link for the activity being modified.

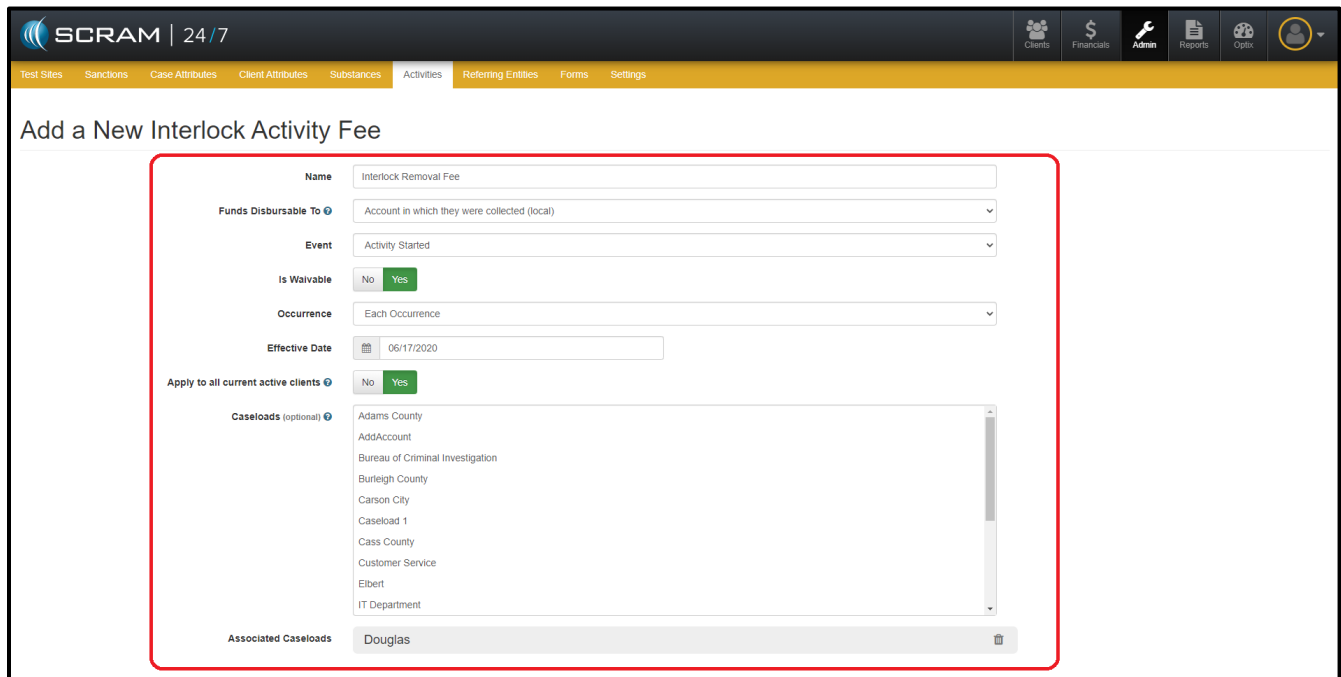
Base Account – Manage Activities in SCRAM 24/7

The *Activity Details* page appears.



5. Click the **Add a Fee** button.

The *Add a New Activity Fee* page appears.



6. Enter the fee name.

7. Select the applicable option in the Funds Disbursable To drop-down list.

- Parent option – Fee will be disbursed to base account.
- Local option – Fee will NOT be disbursed to base account.

8. Select the applicable option in the Event drop-down list.

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9. Note: The event is the action that the client takes that will result in the fee being assessed.

10. Select the applicable **Is Waivable** check box.

Note: Selecting the **Yes** button allows testers to waive the fee.

11. Select the applicable option in the Occurrence drop-down list.

12. Select the effective date.

Note: The effective date cannot be backdated.

13. Select whether this fee should apply to all Current Active Clients.

Note: Setting this option to Yes, any new fee created will be applied to all active clients that currently have this activity assigned.

14. Caseloads (optional field).

Note: This option allows you to specify the test sites where this fee should be applied. If No specific Caseload is selected, the fee will be applied to all Caseloads.

15. Enter the Fee Type.

- Single Fixed Value
- Range of Values
- Fixed Set of Values

Note: The option that you select will establish how often the fee will be assessed based on the selected event.

16. Enter the Amount of the fee or enter the Amounts for the range of values.

17. Click the **Add Fee** button.

The *Activity Details* page reappears with the new fee displayed.

Interlock Removal Fee		Edit Fee Amounts	Edit
Status	Enabled		
Funds Disbursable To	Account in which they were collected (local)		
Is Waivable	Yes		
Event	Activity Started		
Limit To Once Per Day	Yes		
Amount Type	Single Fixed Value		
Amount	\$50.00		
Occurrence	Each Occurrence		
Effective Date	6/17/2020		
Associated Caseloads	Douglas		

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Edit Fee Amount

1. From the *Activity Details* page, click the **Edit Fee Amounts** link.
The *Edit Activity Fee Amounts* page appears.

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Test Sites Sanctions Case Attributes Client Attributes Substances Activities Referring Entities Forms Settings

Interlock Removal Fee

« Back to Interlock Activity

Add a New Amount

Amount Type Single Fixed Value
 Range of Values
 Fixed Set of Values

Amount \$ 0.00

Effective Date 06/18/2020

Apply to all current active clients No Yes

Cancel Add Fee Amount

2. Change the Amount Type.
 - Single Fixed Value
 - Range of Values
 - Fixed Set of Values
3. Enter the new fee amount.
4. Select the effective date.

Note: The effective date cannot be backdated.
5. Select whether to have the new fee amount be applied to all Current Active Clients.

Note: Setting this option to Yes, the new fee amount will be applied to all active clients that currently have this activity assigned.
6. Click the **Add Fee Amount** button.
The *Activity Details* page reappears with the new activity fee amount shown.

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Disable Activity Fee

1. From the *Activity Details* page, click the **Edit** link.
The *Edit Activity Fee* page appears.

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Clients Financials Admin Reports Optix

Edit Activity Fee

Interlock Removal Fee

← Back to Interlock Activity

Name: Interlock Removal Fee

Status: Disabled Enabled

Apply to all current active clients: No Yes

Event: Activity Started

Occurrence: Each Occurrence

Caseloads (optional): Adams County, AddAccount, Bureau of Criminal Investigation, Burleigh County, Carson City, Caseload 1, Cass County

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Event: Activity Started

Occurrence: Each Occurrence

Caseloads (optional): Adams County, AddAccount, Bureau of Criminal Investigation, Burleigh County, Carson City, Caseload 1, Cass County, Customer Service, Elbert, IT Department, Jefferson, Smith, Stark County, Training & Documentation, Truman County, Unified Client Test, Ward County, ZZTest-DougSite

Associated Caseloads: Douglas

Cancel Accept Changes

2. Click the **Disable** button.
3. Select whether to disable the fee for all Current Active Clients.
4. Select whether to have the disabled fee be removed for all Current Active Clients.

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Note: Setting this option to Yes, the disabled fee will be removed for all active clients that currently have this activity assigned.

5. Add or Remove Caseloads associated to the fee.
6. Click the **Accept Changes** button.

The *Activity Details* page reappears with disabled activity fee no longer shown.