

# Base Account – Manage Test Site Forms in SCRAM 24/7



## Purpose

Use this quick sheet to manage all content available in the Forms section.

## Procedure

Tasks related to managing test site forms include:

- Adding a category.
- Adding a document.
- Adding a link.

## Add Category

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

The *Documents* page appears.

The screenshot displays the SCRAM 24/7 interface. At the top, there is a navigation bar with the SCRAM 24/7 logo and several icons: Clients, Financials, Admin, Reports, Opti, and a user profile. Below the navigation bar, there is a yellow header with tabs for Test Sites, Sanctions, Activities, Referring Entities, and Forms. The main content area is divided into three sections: Documents, Links, and Categories. Each section has a filter input field and a '+ Add' button. The Documents section shows a table with columns for File Name, Account, Category, File Size, Added Date/Time, and Added By. The Links section shows a table with columns for File Name, Account, Category, Uri, Added Date/Time, and Added By. The Categories section shows a table with a single column for Category. The '+ Add Category' button in the Categories section is highlighted with a red box.

File Name	Account	Category	File Size	Added Date/Time	Added By
Violation Form (8).docx	--All Accounts--	Forms	469 KB	2/25/2018 @ 7:59 AM	24x7@scramtest.com

File Name	Account	Category	Uri	Added Date/Time	Added By
Attorney General 24/7 Web Site	--All Accounts--	Forms	http://atg.sd.gov/legal/DUI247/forms.aspx	2/25/2018 @ 7:55 AM	24x7@scramtest.com
Google	--All Accounts--	Violation Forms	http://google.com	5/11/2018 @ 2:20 PM	24x7@scramtest.com

Category
Forms
Violation Forms

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4. Click the **Add Category** button.  
The *Add Category* page appears.

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Test Sites Sanctions Activities Referring Entities Forms

### Add Category

Category Name

Cancel

5. Enter the category name.
6. Click the **Add Category** button.  
The *Documents* page reappears with the new category shown.

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Test Sites Sanctions Activities Referring Entities Forms

### Documents

+ Add Document

Filter for anything here...

File Name	Account	Category	File Size	Added Date/Time	Added By	
Violation Form (8).docx	--All Accounts--	Forms	469 KB	2/25/2018 @ 7:59 AM	24x7@scramtest.com	<input type="button" value="Delete"/>

Show 10 entries Previous 1 Next

### Links

+ Add Link

Filter for anything here...

File Name	Account	Category	Uri	Added Date/Time	Added By	
Attorney General 24/7 Web Site	--All Accounts--	Forms	http://atg.sd.gov/legal/DUI247/forms.aspx	2/25/2018 @ 7:55 AM	24x7@scramtest.com	<input type="button" value="Delete"/>
Google	--All Accounts--	Violation Forms	http://google.com	5/11/2018 @ 2:20 PM	24x7@scramtest.com	<input type="button" value="Delete"/>

Show 10 entries Previous 1 Next

### Categories

+ Add Category

Filter for anything here...

Category	
Activity Fee Documents	<input type="button" value="Delete"/>
Forms	<input type="button" value="Delete"/>
Violation Forms	<input type="button" value="Delete"/>

Show 10 entries Previous 1 Next

# Base Account – Manage Test Site Forms in SCRAM 24/7

## Add Document

1. From the *Documents* page, click the **Add Document** button.

The *Add Document* page appears.

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Test Sites Sanctions Activities Referring Entities Forms

### Add Document

Caseload --Show for All Caseloads--

Category Activity Fee Documents

Document to Upload Choose File Activity Fee Matrix.docx

Cancel Add Document

2. Select a caseload. (optional)
3. Select the appropriate category.
4. Click the **Choose File** button to the upload file.
5. Click the **Add Document** button.

The new document, associated with the appropriate category, appears in the Documents section.

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Test Sites Sanctions Activities Referring Entities Forms

### Documents

+ Add Document

Filter for anything here...

File Name	Account	Category	File Size	Added Date/Time	Added By
Activity Fee Matrix.docx	--All Accounts--	Activity Fee Documents	12 KB	5/17/2018 @ 1:28 PM	24x7@scramtest.com
Violation Form (8).docx	--All Accounts--	Forms	469 KB	2/25/2018 @ 7:59 AM	24x7@scramtest.com

Show 10 entries

Previous 1 Next

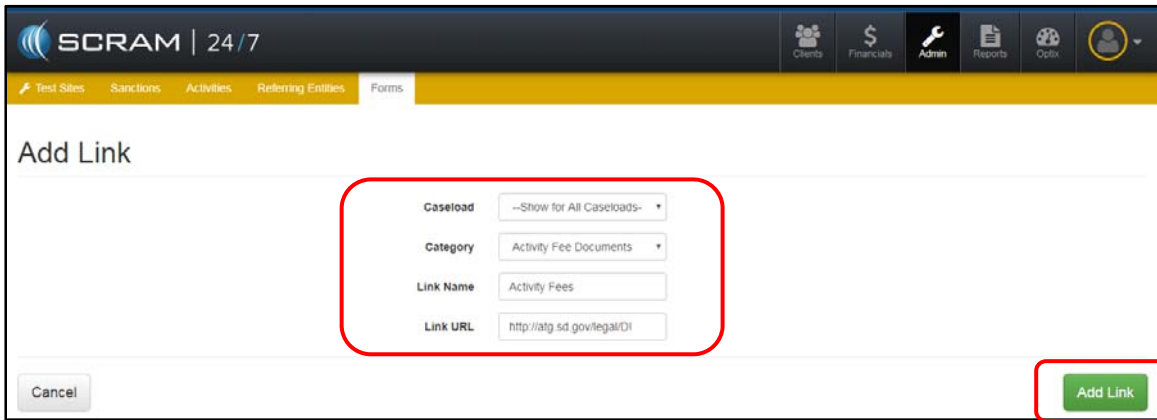
The new document now appears in the Forms section of all designated test sites.

# Base Account – Manage Test Site Forms in SCRAM 24/7

## Add Link

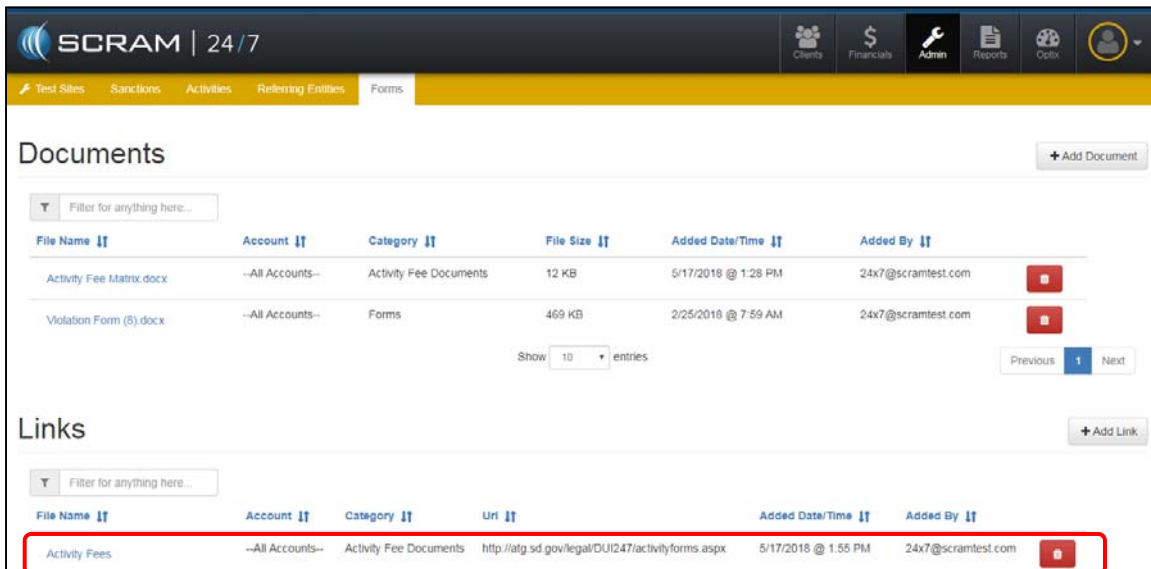
1. From the *Documents* page, click the **Add Link** button.

The *Add Link* page appears.



2. Select a caseload. (optional)
3. Select the appropriate category.
4. Enter the link name.
5. Enter the link URL.
6. Click the **Add Link** button.

The new link, associated with the appropriate category, appears in the Links section.



File Name	Account	Category	File Size	Added Date/Time	Added By
Activity Fee Matrix.docx	--All Accounts--	Activity Fee Documents	12 KB	5/17/2018 @ 1:28 PM	24x7@scramtest.com
Violation Form (8).docx	--All Accounts--	Forms	469 KB	2/25/2018 @ 7:59 AM	24x7@scramtest.com

File Name	Account	Category	Uri	Added Date/Time	Added By
Activity Fees	--All Accounts--	Activity Fee Documents	http://atg.sd.gov/legal/DUI247/activity/forms.aspx	5/17/2018 @ 1:55 PM	24x7@scramtest.com

The new link now appears in the Forms section of all designated test sites.

All forms and links added to the base account will be displayed on the test site *Forms* page.