

# Update Juvenile Name Process

## from Email Notification

Accurate entry into Spillman complies with Vermont legislation that juveniles be partitioned from adult records. Name records for juveniles must use the 'JUV' name type in Spillman. The email notification contains all the data you need to correct a juvenile record from an adult record. If you'd like to review the entire VIBRS names policy, it can be found online.

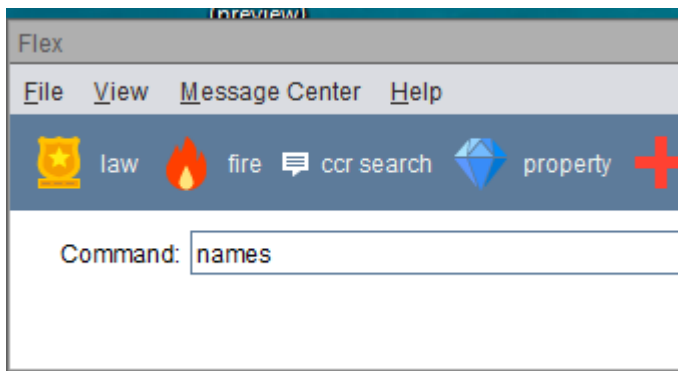
<https://dps.vermont.gov/vibrs/policies>

## Access the Names Table

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Open Flex Spillman

**Try it:** Go to names table by typing "**names**" on the command line.



## Obtain Name Number from Email

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Find the name number in Email.

**Try it:** Go to the email and find the name number.

### Incorrect Name Types

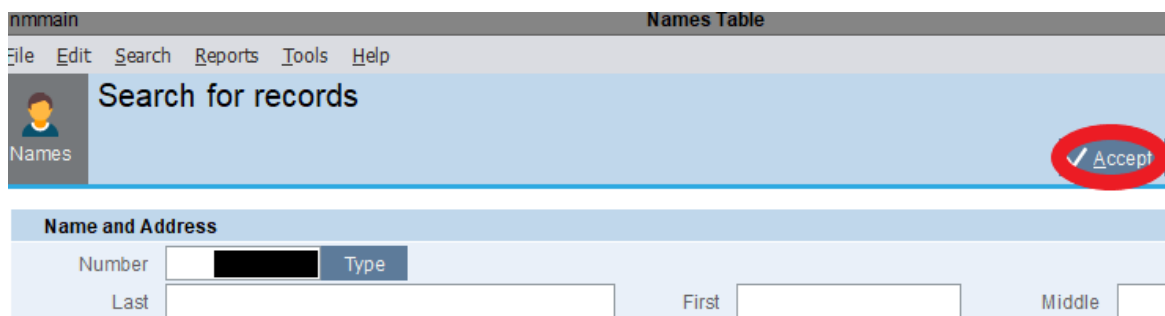
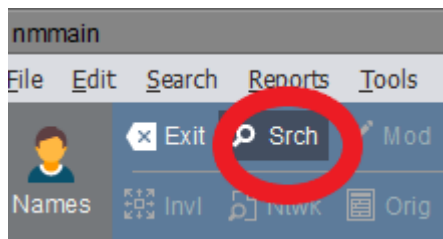
Name Number	Name	Modified
[REDACTED]	[REDACTED]	04/15/20 1:38:40 PM

# Search by Name Number & Modify

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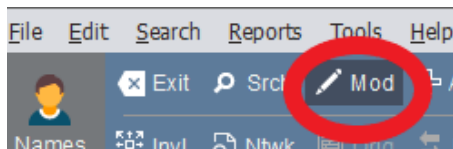
Search for the name number.

**Try it:** Select **"search"** to open the screen and then **enter the name number**.



Select "modify" to open the name record for editing.

**Try it:** Select **"Modify."**



# Update the Name Record

You can update the name record by typing in "JUV."

**Try it:** Type "JUV" in the name type field then select "Accept."

The screenshot shows a software application window titled "Names Table". The interface includes a menu bar (File, Edit, Search, Reports, Tools, Help) and a toolbar with various icons. Below the toolbar, there are several sections for data entry:

- Name and Address:** Fields for Number, Last, First, Middle, Address, City, State, ZIP, Zone, Area, Death, Alias, and Moniker.
- Personal Identification:** Fields for DL Number, DL State, Class, Home Tel, Work Tel, SSN, FBI, Other Tel, Internet, State ID, and Local ID.
- Physical Description:** Fields for DOB, Race, Sex, Gender, Height, Weight, Eyes, Glasses, Hair, Hairstyle, Beard, Complexn, Speech, Teeth, Build, and Ethnic.
- Traits:** Fields for Name Type (highlighted in yellow and containing "JUV"), Sub Type, Scars, Marks, and Tattoos, and MO.
- Narrative/Other:** A section for additional notes.

At the bottom of the window, there is a "Modify the current record" button and a red circle around an "Accept" button.