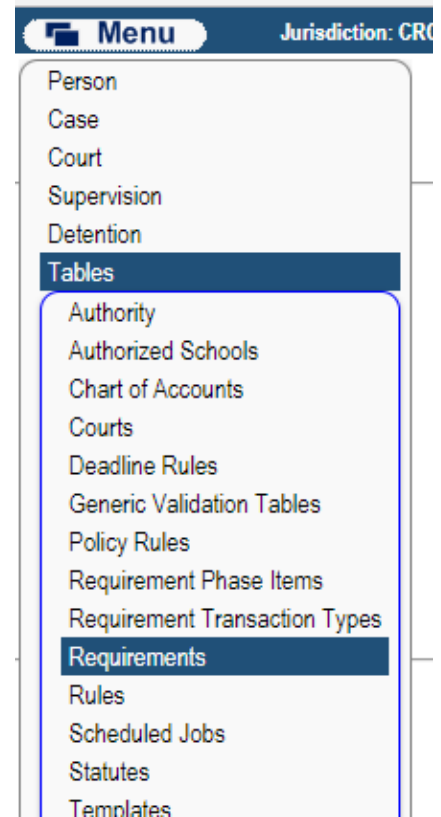# Adding Program Requirements:

Watch Video

All the Requirements in Quest come from the Tables. You can access them by clicking on Menu | Tables | Requirements.

All TN counties have the same requirement tables although the long description may differ slightly between counties.

Most of your changes will be changes to the Program requirement tables. Click on the Description to edit that table.

These are all the different things the child must do to be released from the jurisdiction of the Court. Before adding a new requirement, you should probably unclick the Active Only selection then click Submit to see if the Requirement is there but inactive. If your program is not listed, click the Add a new entry link. This takes you to the Requirement Code Details screen.

Code=this must be 1-4 characters. It can be anything you want but it must be unique to this table and it CAN NOT EXCEED 4 characters. Many administrators have added more than 4 characters and it causes an error that is sent directly to Gottlieb & Wertz and people can't choose this option. This is true for all tables. 4 characters MAX!!

Many users are used to typing the first letter of the code into the field, so a good rule of thumb is to start the code with the same first letter as the first word long description.

Short description=You have 15 characters for this short description. It should be something that you will recognize because there are places where this short description is displayed.

Long description=You have 50 characters for the long description. These are the words that are printed and displayed.

Monetary=Is this requirement a financial requirement? If yes, click yes. If not, click No. Our example here is in the Program Requirements which would normally be no. The financials are normally listed under the Financial Requirements.

Active=You can click the Yes or the No to make this option active or inactive. Inactive table entries will not appear in the drop-down list.

You should never delete table entries. If you don't need them, make them inactive.

Update to Save your changes.

Requirement Code Details
Special Conditions

Code:* ANGM

Short description:* Anger Mgmt

Long description:* Anger Management

Monetary:* ○ Yes ● No

Active:* ● Yes ○ No

Notes:

You have added a requirement!!

Most of these program requirements are added to the system automatically through your documents. See the FF UPDATE section to learn how to add this new Requirement to your templates.