Contents

ADD A NEW AGENCY PERSON:

Do a name search to see if they are already in the system. If they are not, click on <u>add a new agency person</u>

Add the basic information that you know, first name, middle, last name.
Race and Sex if you know it.

Adding a Law Enforcement Officer

Employer information (for agency employees)

ID number:
3675

Person type:
LE - Law Enforcement Officer

Agency:
CPD - Clarksville Police Department

Division:
-- Select --

Unit:
-- Select --

Quest authorization group:

Quest user ID:

Type a new password twice:

- **ID number**: This is the badge number, or any other number that you decide to assign to that particular officer. Some counties use first letter of first name and last name so KCARLTON. Others use first three letters of the first name and first three letters of last name so KEECAR. It doesn't matter it just must be unique.
- **Person Type**: Choose the appropriate type of person.
- **Agency**: Choose the agency where they are employed.

Click the **Update** button to save your work.

Adding a DCS employee

Same process as law enforcement. Add their name, give them an ID number, Person Type and Agency.

Name

First:
Beth

Middle:

Last/Business:*
Dudley

Generation:
-- Select --

File number:

Emancipated:
○ Yes ● No

Status:
OK - Alive

Employer information (for agency employees)

ID number:
BETDUD

Person type:
CM - Case Manager

Agency:
DCS - Department of Children Services

Division:
-- Select --

Unit:
-- Select --

Adding an Attorney

- **ID number**: You could use their attorney number, or any other ID that you decide to assign to that particular attorney.
- **Person Type**: Choose Attorney.
- **Agency**: Choose Attorney.

Click the **Update** button to save your work.

They may have different roles in a case, GAL, Appointed Attorney, Private Attorney, etc., but they are still an Attorney. If you put them in the same agency called attorney, you will be able to search and find how many Guardian Ad Litems were appointed during a time period for example.

Add Address and Contact Numbers

For all agency people you can then add their WORK address and Contact information.

It is very important that we select (WORK address) as their address type.

Once they are a person in Quest, they can be added to the case in the Names Currently Assigned to the Case area.