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ADD A NEW AGENCY PERSON:

Do a name search to see if they are already in the system. If they are not, click on [add a new agency person](#)

Name Search

Enter criteria and press Submit (use % and/or _ for wildcards in names)

No matches found

Last: <input type="text" value="Wildcard search available"/>	First: <input type="text" value="Wildcard avail"/>	<input type="checkbox"/> Sound-a-like
File Number: <input type="text"/>	Case: <input type="text"/>	Petition: <input type="text"/>
Race: <input type="text" value="-- Select --"/>	Sex: <input type="text" value="-- Select --"/>	DOB: <input type="text"/>
<input type="checkbox"/> File numbers only	<input type="checkbox"/> Addresses	<input type="checkbox"/> Show relatives
<input checked="" type="checkbox"/> Auto clear criteria		

[Click here for more screen options](#)

Name	File #	Race	Sex	DOB	SSN/Tax ID	AKA	Warrant	Mom/Agency (* = User)
Add a new name	Add a new agency person							

Most recent names used

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

Person Detail New identity

Name			
First: <input type="text" value="Keenan"/>	Middle: <input type="text"/>	Last/Business:* <input type="text" value="Carlton"/>	Generation: <input type="text" value="-- Select --"/>
File number: <input type="text"/>	Emancipated: <input type="radio"/> Yes <input checked="" type="radio"/> No	Status: <input type="text" value="OK - Alive"/>	
Identifying information			
Race: <input type="text" value="-- Select --"/>	Sex: <input type="text" value="M - Male"/>	Date of birth: <input type="text"/>	Age <input type="text"/>
		Date of death: <input type="text"/>	

Adding a Law Enforcement Officer

Employer information (for agency employees)

ID number: <input type="text" value="3675"/>	Person type: <input type="text" value="LE - Law Enforcement Officer"/>
Agency: <input type="text" value="CPD - Clarksville Police Department"/>	
Division: <input type="text" value="-- Select --"/>	Unit: <input type="text" value="-- Select --"/>
Quest authorization group: Type a new password twice: <input type="text"/>	Quest user ID: <input type="text"/>

- **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: <input type="text" value="Beth"/>	Middle: <input type="text"/>	Last/Business: * <input type="text" value="Dudley"/>	Generation: <input type="text" value="-- Select --"/>
File number: <input type="text"/>	Emancipated: <input type="radio"/> Yes <input checked="" type="radio"/> No	Status: <input type="text" value="OK - Alive"/>	

Employer information (for agency employees)

ID number: <input type="text" value="BETDUD"/>	Person type: <input type="text" value="CM - Case Manager"/>
Agency: <input type="text" value="DCS - Department of Children Services"/>	
Division: <input type="text" value="-- Select --"/>	Unit: <input type="text" value="-- Select --"/>

Adding an Attorney

Employer information (for agency employees)

ID number: <input type="text" value="KARJOH"/>	Person type: <input type="text" value="ATTY - Attorney"/>
Agency: <input type="text" value="ATTY - 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 Litem 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.

- Addresses	Top	Add
4/19/2016 thru present (Work Address) ←		
135 Commerce Street		
Clarksville, TN 37040		
- Contact numbers	Top	Add
Cellular: 931-896-3824		
Email: Police.Records@cityofclarksville.com		
Work Phone: 931-648-0656		

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.