

Contact Type

What it does:

Allows you to add the different types of people with whom you have contact, as well as program if this type of contact is considered an “in person” or a “face to face” contact.

Adding the table entry

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Contact Type Entry details

Code(contact type) can be 1-4 characters.
In Person(Y/N) - If Y, then will count as a contact for calculating days between contacts.
Color - Can be any valid HTML color code setting.

Code: PHON

Short description:*

Long description:*

Color:

In Person(Y/N):


Active:* Yes No

Notes:

- **Code** – Choose a code. It can be 1-4 characters.
- **Short description** – The short description can be up to 15 characters
- **Long description** – The long description is what the users see, it can be up to 50 characters long.
- **In Person (Y/N)** – If Y, then will count as a contact for calculating days between contacts. This is used with the [supervision levels](#). This is used to determine if this type of contact is considered an “in person” or a “face to face” contact.

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

Contact Detail
Laura Ingalls (File# 1)

Contact date/time: 12/26/2018 8:54:54 am 

 Contact person:* JUV - Juvenile ▼

Contact type:* PHON - Phone ▼