

Contact Summary

Report Description:

This report will count the number of contacts made by a specific person or by an agency, division, unit. It will display the contact person and contact types made during the time period.

Running the Report:

Select the Agency, Division, Unit or User ID of the contacts you wish to view.

Enter the beginning and ending date.

If you say yes to print totals only it will print the total number of contacts. If you say No, it will print the contacts by each user who matches the selection.

Contact Summary

Enter report criteria and press "Submit"

Messages.

Agency:

Division:

Unit:

User ID:

NOTE: Either enter agency or user ID, but not both. Along with agency, you may also enter a division and/or unit.

Start date:

End date:

Print totals only: Yes No

The Report:

Contact Person	Alto	Court	Comm	Data	Unknown	E-Mail	Fax	File	Letter	Memo	Not	Office	Parenting	Per	Per	File	School	Prob	Teleph	Ther	YES	
	Edson		Barvo	Centr				Rev		Os	emil			Field	Home	Contac		Surf	one	apy	PROG	
Attorney	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Both Parents	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Counselor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Court Appointed Special Advocate	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Case Manager	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Where the data comes from:

The columns across the top represents the contact type. The rows indicate the contact person.

The report will search for the contacts made by each employee that matches the search criteria and count how many of each contact person and how many of each contact type. So in this example, there would be a 1 in the column for school contact and in the row Juvenile.

You can skip specific contact types by defining the “[skipContactType](#)” in the report settings.

Supervising agency: Lake County Juvenile Probation

By: I. Paredes

Contact date/time: 10/3/2018 1:41:31 PM

Contact person:* J - Juvenile

Contact type:* SCH - School contact

Report Settings:

-- Required settings --

class=equest.app.reports.ContactSummary

jobQ=batch

Contact types to skip

skipContactType.n=TYPE

-- Optional Report settings --

#report.notify.userid.1=xxxxxx

prompt.parm.1=agency

prompt.parm.1.type=tables

prompt.parm.1.length=4

prompt.parm.1.label=Agency

prompt.parm.1.required=false

prompt.parm.1.primaryValue=Agency

prompt.parm.1.secondaryValue=

prompt.parm.2=division

prompt.parm.2.type=tables

prompt.parm.2.length=4

prompt.parm.2.label=Division

prompt.parm.2.required=false

prompt.parm.2.primaryValue=Division

prompt.parm.3=unit

prompt.parm.3.type=tables

prompt.parm.3.length=4

prompt.parm.3.label=Unit

prompt.parm.3.required=false
prompt.parm.3.primaryValue=Unit

prompt.parm.4=userID
prompt.parm.4.type=string
prompt.parm.4.length=18
prompt.parm.4.label=User ID
prompt.parm.4.required=false
prompt.parm.4.primaryValue=

prompt.parm.5=message1
prompt.parm.5.type=message
prompt.parm.5.label=NOTE
prompt.parm.5.primaryValue=Either enter agency or user ID, but not both. Along with agency, you may also enter a division and/or unit.

prompt.parm.6=startDate
prompt.parm.6.type=date
prompt.parm.6.label=Start date
prompt.parm.6.required=false
prompt.parm.6.default=-1

prompt.parm.7=endDate
prompt.parm.7.type=date
prompt.parm.7.label=End date
prompt.parm.7.required=false
prompt.parm.7.default=-1

prompt.parm.8=totalsOnly
prompt.parm.8.type=boolean
prompt.parm.8.label=Print totals only
prompt.parm.8.required=false
prompt.parm.8.primaryValue=n