

Division within an agency

What it does:

Allows you to group Quest users by division or department. You may have many divisions within an Agency. For example, an Agency called Juvenile Probation may have divisions called Administration, Case Management, Intake, Supervision, etc.

Divisions are used in the List Case Loads screen and many reports can be pulled by agency, division, unit.

Adding the table entry

Menu | Tables | Generic Validation Tables | Division

Division Within An Agency
Entry details

Code: INT

Short description:*

Long description:*

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.

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