Template Functions

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USERS

[Formats information about the user logged on](#) (FF Oper)

This function formations information about the user logged on, such as name, agency, person type, initials, address, etc.

[Inserts the current users signature](#) (FF SigPlus)

This function is used to insert the current users signature.

PERSON

Name/Identifying Information

[Format names](#) (FF Names)

Formats the first middle and last names for each identity associated with the document.   You can program it to use initials only and to include alias names. This can be limited to only those names that match the specific role specified in the defaults table INRE or it can be limited to match a specific variable. For example, in a Dependency & Neglect case, in the caption if you only want the children to appear, not the petitioner and respondent, you can limit the role to CH or whatever your code for child is.

[Select names](#) (FF NameSel)

This function allows you to select names. The names can include file numbers, address, dob, age, ssn, race, sex, pob, complaint, and role in case. They will print in various formats.

[Formats identifying information](#) (FF IDBlk)

This function is used to format identifying information for the first person tied to the document, such as age, dob, sex, race, birthplace, height, weight, hair, eyes, ethnicity, citizenship, language, marital status, religion, physical identifiers.

[Formats date of birth of first id](#) (FF Dob)

This function is used to format the date of birth, place of birth, and/or age of the first identity tied to the form.

[Formats eye color of first id](#) (FF Eyes)
[Formats hair color of first id](#) (FF Hair)

Formats height of first id (FF Height)
Formats weight of first id (FF Weight)
Formats race of first id (FF Race)
Formats sex of first id (FF Sex)
Formats social security number of first id (FF SSN)
Formats file numbers (FF FilNbr)

Pronoun/verbs   (FF Pronoun)

Formats the correct pronoun/verb, based upon the number and sex of the person/persons tied to the document, such as he/she/they, him/her/them, his/her/their, is/are, has/have, was/were, a child/children, and others.

Photos

Capture a photo and add it to document (FF TakePhoto)

This function provides the ability to use an attached camera and take a photo to be placed in the document.

Formats the photo of first id (FF Photo)

This function is used to format the photo of the first identity tied to the form.

Addresses

Formats address of first id (FF Address)

Prints the address with or without phone numbers in various formats. This formats the address of the first identity tied to the form.

Formats a selected address (FF AddressL)

Puts the selected address into the document. There are various formats to choose from.

Contact numbers

Formats phone of first id (FF Phone)

Emergency contacts

Formats emergency contacts of first id (FF EmergCont)

Relatives

Sel relatives/names (FF Relatn)

Displays a list of document names as well as relatives for each identity tied to the document. Allows the selection of one or more. Prints such things as name, address, phone numbers, relative type, DOB, SSN, Race, and pob. These print in various formats.

Select assignments/relatives/document names   (FF AgyCasP)

Has various functions that allow you to select case assignments, relatives, and/or document names that will output their names, types, addresses with or without phone numbers, update event appearances with appeared yes or no. These are used for the appearance sections in orders, addresses for letters or subpoenas, and certificate of service sections.

Aliases

Formats aliases of first id (FF Aka)

Physical identifiers

Formats physical idents of first id (FF IDBLK)

Person attributes

Person attributes (FF PAttrib)

Lists all person attributes for each person tied to the document in various formats.

Other identifiers

Select other ids (FF OtherID)

Displays a list of other IDs for each person attached to the document. Allows user to select one or more IDs. This prints in various formats, with or without the notes.

Schools attended

Select schools (FF School)

This function lists all schools for each person tied to the document.   The user selects the school and the information about that school prints in various formats.

Employers

Select employers (FF Employ)

Displays a list of employers for each identity tied to the document.   Information about the employer prints with various information.

Financials

Select financial info (FF Financial)

Displays a list of identities tied to the document along with their relatives. Outputs the name and financial information of everyone selected.

Medical Alerts

Select medical alerts (FF MedNeed)

Lists all medical alerts for each person tied to the document and allows you to select the one you wish to print. The medical information is formatted in various ways.

Select medical treatments (FF MedTrt)

Lists all medical treatments for each person tied to the document.   It prints the treatment information in various formats.

Auto Select treatment details (FF TreatA)

Automatically includes the treatment details of the group matching the variable name for all people tied to the document.

Substance Reports

Select substance reports (FF Subst)

This function lists all substance reports for each person tied to the document.   The substance results print in various formats.

History

Format criminal history (FF CR HIST)

Provides a list of cases similar to the history screen, that can be pulled into a document.

Number of (FF Counts)

Counts the number of things for a person, such as guilty violations, violations, guilty felonies, guilty misdemeanors, closed requirements, successful and unsuccessful requirements.

CASES

[Court assigned to first case](#) (FF Court)

> Allows you to use the assigned/home court to put information based on that court into your documents. This is helpful when you have multiple court locations.

[Format case caption](#) (FF ItemTxt)

> This function puts the information typed in the Case Detail 'Case caption' into a document.

Names associated with the case

[Format total cases for first personID](#) (FF NbrCmpl)

> Produces the total number of cases for the person attached to the document.

Names current assigned

[Format case assignments](#) (FF CaseAssgn)

> Formats the name, person type, agency, address, phone number of a specific case assignment role. For example, you could display the information about the Probation Officer or the Public Defender assigned to a case.

[Format current probation officers](#) (FF ProbCur)

> Formats the names of all active probation officers (determined by the Defaults table entry [ProbPersonType](#)) for the cases tied to the document.   Can also be used to pull any defined role into the document.

[Formats name of witnessPersonID](#) (FF SubPNam)

> Used for printing batch subpoenas.

[Select appearances (from agency)](#) (FF AgyAppr)

> Allows you to pull up a list of everyone in a specific agency so you can select them. Functions 00-04 work great in the Comes Now section to list everyone appearing in court. 10-14 allow you to add the selected agency person as a name assigned to the case.   20-24 pull up people from your own agency, division, or unit so you can select them as having appeared, or to put their contact information in a document.

[Select assignments/relatives/document names](#)   ([FF AgyCasP](#))

> Has various functions that allow you to select case assignments, relatives, and/or document names that will output their names, types, addresses with or without phone numbers, update event appearances with appeared yes or no. These are used for the appearance sections in orders, addresses for letters or subpoenas, and certificate of service sections.

Case attributes

Case attributes (FF CAttrib)

Puts the case attributes into a document.

Case status history

Select case status (FF SelCS)

This function lists all case statuses for each case tied to the document.   You can select the status you wish to display. The case status is printed in various formats.

Case status (FF CaseStat)

Puts the case status dates and descriptions into a document.

Case number history

Cause numbers (FF Cause)

Puts the case numbers or the petition numbers in a document.

Select cause numbers (FF SelCaus)

Allows the user to select a case number. That case number will then print in the document in various formats.

Warrants

Select active warrants (FF Warrants)

Lists all active and/or inactive warrants for each case tied to the document and prints information about them.

Incidents

Select agency report number (FF SelPRpt)

This function lists incidents for each personID/caseID tied to the document. It allows the selection of a single incident, whose agency report number will be output.

Format action taken for detention incident & Format latest incident (FF Incd) & (FF IncdAuto)

Pulls specific information about incidents into the document, such as date/time of incident, incident ID number, and incident type.   This function also allows you to update information about a detention incident.

Format agency report number (FF PolRpt)

Displays the incident ID number in a document.

[Formats the referring agency](#) (FF RefAgy)

> Formats the long description of the referring agency from the first incident for the case selected.

[Format incident charges](#)(FF ArrChgs)

> This function is used to automatically include information from either the NEWEST incident or all incidents. This prints such things as the incident date and time, referral type and agency, incident ID number, and incident statutes. This prints in various formats.

[Select incident charges](#) (FF ArChgsL)

> This function is used to list the incident charges for all cases tied to the document. The user can select the incident statutes desired. The function produces this information in various formats in the document.

Filed Statutes

[Automatically selects first petition](#) (FF Petns)

> Allows you to select a petition and then process information about that specific petition.

[Format N-A variables with charges](#)(FF PtnChg)

> This function pulls the charging templates into the current document.

[Format charge count for petitions](#) (FF Chg Cnt)

> This function formats the count number on a delinquency petition.

[Format charge for petitions](#) (FF Chg Dsc)

> This function formats the description as well as the level and severity of a statute on a delinquency petition

[Format state code for petitions](#) (FF Chg Sta)

> This function formats the state code from the statutes table of a statute for display on a petition.

[Format filed charges](#) (FF FilChgs)

> This function is used to automatically include guilty or all filed statute information from each case attached to the document. These statutes can be formatted various ways.

[Select filed charges](#)(FF Chg Sel)

> This function is used to list the filed statute charges for all cases tied to the document. You can then select the charges you want, and they will be printed in the document in various formats.

Requirements

Select Requirements   (FF Require)

  Lists all requirements for each person tied to the document. You select the requirements you wish to print and they print in various formats.

Auto Requirements (FF Require-A)

  Lists all requirements or only financial requirements for each person tied to the document. You select the requirements you wish to print and they print in various formats.

Select open balance requirements (FF Jdgmnt)

  This function lists all open balance requirements for the first person/case or each person/case tied to the document and the user can select the requirements they wish to appear in the document.

Formats fees (FF Fee)

  This function lets you use the default fee tables to set up fee amounts for specific fees then put that amount into a document.

Codefendants/Associated Cases

Format codefendants (FF Codef)

  This function formats the codefendants. It will produce the codefendant's name, current location, case number, and case status.

Facility Stays

Formats the recidivism of the first id (FF Rcdvsm)

  Formats the number of times a person has been held in secure detention.

Events

Current event/hearing (FF CurHrg)

  Puts the current event date, time, court, event type into a document with various formats to choose from.

Format event/hearing (FF Hearing)

This function formats hearing dates and times as well as ties a document to an event.   You can select from future events, current events, the last event, all events, court only events, with the court, without the court, etc.

Formats the last hearing (FF LastHrg)

This function is used to automatically format the last completed hearing. It produces the information about the last hearing in in various formats.

Select appearances (from agency) (FF AgyAppr)

Allows you to pull up a list of everyone in a specific agency so you can select them. Functions 00-04 work great in the Comes Now section to list everyone appearing in court. 10-14 allow you to add the selected agency person as a name assigned to the case.   20-24 pull up people from your own agency, division, or unit so you can select them as having appeared, or to put their contact information in a document.

Select assignments/relatives/document names   (FF AgyCasP)

Has various functions that allow you to select case assignments, relatives, and/or document names that will output their names, types, addresses with or without phone numbers, update event appearances with appeared yes or no. These are used for the appearance sections in orders, addresses for letters or subpoenas, and certificate of service sections.

Documents/docket entries

Accumulate/write running total for a variable (FF Count)

Used if you want to add the number of something in Quest. Example: Detention Risk Assessment.

Accumulate/write running total for a variable (FF Subtract)

Used if you want to subtract the number of something in Quest.

Assigns and unassigns people to the document (FF Assigned)

This assigns and unassigns people to the document. Once a person is assigned, these functions will add basic information about that person to the document, for example the name of the person assigned, their agency, their name and id number, their name and address, even their signature. Perfect for signature lines.

Sets and Formats Names, Assigns Document (FF PsnSeq)

Sets the judicial officers name in memory, format the name, shows the person appeared at the hearing, formats a person's signature, adds a case assignment, ends a case assignment, assigns the document to the next person. Perfect for judicial signature lines.

Format current judge (FF Judge)

Formats the judge or magistrate's signature, puts %%% in the judge area so it goes to the approval list, and formats the judge or magistrate's name.

Auto output to document (FF AutoSign)

This function puts names and signatures into documents based on entries in the defaults table: FF AutoSign.

Formats information from defaults (FF DefaultsL), (FF DefaultsN), (FF DefaultsS)

This function points to a defaults table and either prints the short description, long description, or notes of that default table.

Automatically update data (FF Update)

Automatically update Quest data, based upon the information you put in the prompt.

Capture a signature as a response (FF GetSig)

This function is used to capture a person's signature as the document is being filled out. The signature is captured at the time the prompt is displayed and stored as a response, thus it won't be lost if the document is edited afterwards.

CCS (FF CCS)

Prints the Chronological Case Summary (CCS) in a document in either ascending or descending order.

Copy a variable (FF CopyVar)

The current document looks at a previous document to copy the answers to questions already asked and answered.

Current date (FF CurDate)

Puts the current date into the document. There are various formats to choose from including some with the current date/time.

Date (FF Date)

Puts a date into your document. The date comes in various formats.

Default date (FF DateDef)

Puts a date into a document but instead of an empty date field, it defaults to the current date. This comes in various format.

Formats the name of the current document (FF DocName)

Puts the Title of a Template in a document.

[Free form HTML text field](#) (FF Html)

> This provides a text box that allows the users to add formatting to their text, such as bold, underline, italic. They can center, left or right justify. They can change the font type, size and color. They can add links, smiley faces, bullet points or numbered paragraphs.

[Free form text field](#) (FF AppData)

> AppData saves whatever you type in a variable in memory so that if you use that variable again in another document, it displays what you typed last time. You can edit the text and it saves that for the next time. The information can be saved for the person or it can be saved for a specific person's case.

[Import a scanned document](#) (FF GetDoc)

> This function is used to import a scanned document into Quest. It also allows for the entry of text, presumably to be used as the associated CCS entry.

[Include all pending notices for a person](#) (FF Notice)

> This is used with the Batch Notice Form template used by the Print Pending Notices report. It pulls in every document that is pending notice.

[Include one document into another](#) (FF IncForm)

> This function lists all proposed documents for every personID/caseID tied to the current document. A proposed document is one that has 'proposed' checked on the corresponding template, isn't in the order book and isn't locked. The user must then select ONE of these documents to be included into the current document.

IV-E Prompt screen (FF IVE)

> Just displays the list of names selected by FF RELATN/50. Allows the user to select to update the various IV-E detail components for each person.   Used in Indiana.

KidsTrack Prompt screen (FF KidsTrack)

> Just displays the list of names selected by FF RELATN/50. Displays the link to KidsTrack and automatically jumps to that link.

Pause document completion (FF Interim)

> Pauses the document into an 'Interim' completion state. The document will still be considered 'Incomplete', allowing it to be updated later. Other users will be able to view the document just as if it had been 'Completed' though.

Prompt (FF Prompt)

> Displays the prompt defined for the variable and list all names/cases tied to the document. The user can select the names and/or cases to update information.

Retrieve conditions from parms (FF SavCond)

This function retrieves the GAWParms specialConditions variable and outputs it as the response to the next variable in the form.

Select 1 or more people (FF Cmplnts)

This function allows you to control the people and cases users can attach to a document. They can choose 1 or more people, with or without cases. This is included in almost every template.

Select a specific code (FF Code)

Pulls up a table and allows the user to select the appropriate entry. This is used instead of creating an @sel/ with every option as an @si/.

Select people (FF People)

Lists all document names, case assignments and relatives tied to a document. You select the person you wish to process.

Send message to print the document (FF AutoPrt)

This function is used to send a message to the user identified in the FF AutoPrt Defaults table entry to print the document. It can be sent as a quest message, email message, or fax if your system can send a fax through Quest. This is helpful if you wish to notify someone not assigned to the case.

Set document settings (FF ImmApr)

Sets document as approved, needing approval, needing immediate approval, no approval needed, needing to be file stamped.

COURT

Format case names, names assigned, relatives (FF CaseNames)

Formats the case names, names assigned to the case, and relatives in a format that is helpful for what could be called "Judge's Notes." It can be produced as a batch, so you could run it for a court docket and get a check list of everyone on the case.

Formats information about people checked in (FF CheckedIn)

This function will format the names/roles of everyone checked in for the event tied to the current document.   This is very helpful for the Comes Now section of an order.

SUPERVISION

Automatically format the case plan (FF CasePlan)

Takes the case plan and puts it into a document. There are 3 different format options, and one function allows you to select the items you wish to appear in the document.

Select assessment (FF Assess)

This function allows you to select an assessment and report information about the domain scores or about the assessment itself.

Select case plan (FF CasePlan)

Formats the case plan for the user's agency of the first identity tied to the document.

DETENTION

Auto select contacts for a stay (FF ContactsA)

This function allows you to select contact notes and put them into a document.

Format facility stay (FF Stay)

Lists all stays for people tied to the document and allow selection of one or more.

Formats current stay location (FF Locate)

This function is used to format the current location of the first identity tied to the form.

Select visits (FF Visits)

Lists all facility visits for each personID/caseID tied to the document.

MISCELLANEOUS

Document Options

Adds documents to the order book (FF AddOrBk)

This function is used to flag the current document so that it will be added to the order book. It's only necessary if the document isn't set for approval, which would already place it in the order book. This could be used for adding a scanned order to the order book for example.