

Unit within a division

What it does:

Allows you to group Quest users by unit with a division or department. You may have many units within your divisions. For our example of an Agency called Juvenile Probation with divisions called Administration, Case Management, Intake, Supervision. Within the division Supervision, you may have units such as Drug Court, Placements, Teen Court, Formal, etc.

Units 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 | Unit

Unit Within A Division
Entry details

Code: **PLAC**

Short description:*

Long description:*

Active:* Yes No

- **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.