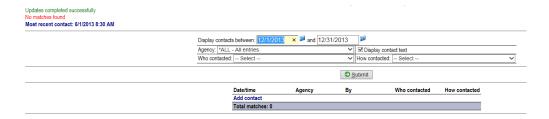
CONTACTS

This area allows you to add and view all of the notes and/or contact users have had with everyone involved with this person. There are links to the LIST CONTACTS screen in many areas in Quest.

FROM THE MENU: Supervision, Contacts:



• **Display contacts between:** Enter the date range you wish to view. This will default to the last 30 days. If there are no contacts within the last 30 days, but there are contacts dated more than 30 days, the system will display a message providing you with the most recent contact date. If you click on that message, it will change your display contacts between start date to that date.



- Agency: Display the agency whose contacts you wish to view. This will default to your current agency.
- **Display contact text:** Checked it will display the note portion of the contact. Unchecked, it will not display the note.
- Who contacted: You can narrow your search results to only a specific contact person.
- **How contacted:** You can narrow your search results to only a specific contact type. This is helpful if you are counting home visits for example.

Click the SUBMIT button or press ALT+S to display the results of your selections.

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To add a contact:

- Contact date: Enter the date and time you had contact with someone.
- Contact person: Select the type of contact person you had contact with.
- Contact Type: Select the type of contact.
- Notify assigned people: If this is an important contact that you want other Quest users assigned to the case to see, you can click this and they will receive the note in a quest message. This is helpful if a clerical person would take a phone message and want to make certain the officer was aware of the call. Or, if something happened in detention and they wanted to make certain the officer was aware of the incident.
- Notes: Type the contact details.

Click on the UPDATE button or press ALT+U to save your changes.



Contact Detail

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