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:

List Contacts
Jacob Vidojevic (File# 57771)

Display contacts between: 12/1/2013 × and 12/31/2013
Agency: *ALL - All entries   ☑ Display contact text
Who contacted: -- Select --   How contacted: -- Select --

Add ➔ Submit

Date/time	Agency	By	Who contacted	How contacted
Add contact				
12/30/2013 5:11:29 PM (Mon)	Juvenile Prob	A. Alicea	Supervisor	Other
I created M/O to release juvenile from IA. I sent the documents to SPO brown for review.				
12/23/2013 9:29:06 AM (Mon)	Juvenile Prob	A. McDonald	Juvenile	ProbationMtng
Probation Meeting (Medium Risk) on 12/23/2013 at 9:00 AM with Porter County Juvenile Probation (Event completed) AM cover for AA.				
12/23/2013 9:15 AM (Mon)	Juvenile Prob	A. McDonald	Parent/Guardian	ParentFinancial
Mom paid $20.00 today. She hopes to be in at the end of the week to pay the remaining $20.00.				

- **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.

Updates completed successfully
No matches found
Most recent contact: 6/1/2013 8:30 AM

Display contacts between: 12/1/2013 × and 12/31/2013
Agency: *ALL - All entries   ☑ Display contact text
Who contacted: -- Select --   How contacted: -- Select --

➔ Submit

Date/time	Agency	By	Who contacted	How contacted
Add contact				
Total matches: 0				

- **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.

To add a contact:

Contact Detail
Jacob Vidojevic (File# 57771)

- **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.