

FOLDER TRACKING

Printing Labels

Wrap around Label

From the Case Detail Screen

In the Names Associated with the Case section

Click on the Role of the Mother or person whose file number should be on wrap around label.

Click the Print Label button

- Label = Family Services Folder Label (or delinquent/termination/child support)
- Printer = Select the label printer near you

Click the Print button in the middle of the page.

Click the Cancel button to return to the Case Detail screen.

Names with DOB and File Number Labels

To print the individual name labels

From the Case Detail Screen

Click the Print Label button

- Label = Name with DOB and File Number
- Printer = Select the label printer near you

Click the Print button in the middle of the page.

This will print one set of labels. If you need more, print again.

Children name Label

To print the label with the child(ren)'s names listed

From the Case Detail Screen

Click the Print Label button

- Label = Name
- Printer = Select the label printer near you

Click the Print button in the middle of the page.

This will print one set of labels. If you need more, print again.

Folder Tracking

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Check Out Folders

- Folder Type – Select type of folder
- Removed Date/time – T for right now
- Location – where is it going? For example: Courtroom 2, Stacy Turpin, etc.
- Case or File (leave empty, you will scan the barcode)
- The above is a file number, not a case number,
 - check if FS or DEL
 - do not check if CS

Using the wand, scan the first file barcode going to this location. Scan the next barcode, scan the next, etc.

Check In Folders

When files are being returned to the Vault:

- Folder Type – Select type of folder
- Returned Date/time – T for right now
- Case or File (leave empty, you will scan the barcode)
- The above is a file number, not a case number,
 - check if FS or DEL
 - do not check if CS

Using the wand, scan the first file barcode being returned. Scan the next barcode, scan the next, etc.

Manually moving a Folder

From the Case Detail screen,

Scroll down to the **Last Folder Locations** line, click the Options link on the right

Click Add for and select the person with the file number.

This brings you to the Folder Location Detail screen,

To Move Folder:

- Folder type – Select type of folder
- Removed date/time – T for right now
- Location – where is it going? For example: Courtroom 2, Stacy Turpin, etc.

Click the Update button to save your changes

You can remove the folder from place to place.

To Return Folder:

Click on the Existing Folder location, to get into the Folder Location Detail.

You can then add a Returned date/time, and Vault as the location.

Click the Update button to save your changes.

Who updates the system?

Basical rule of thumb, if you remove the file from the Vault, or give the file to someone, you should update the folder location.