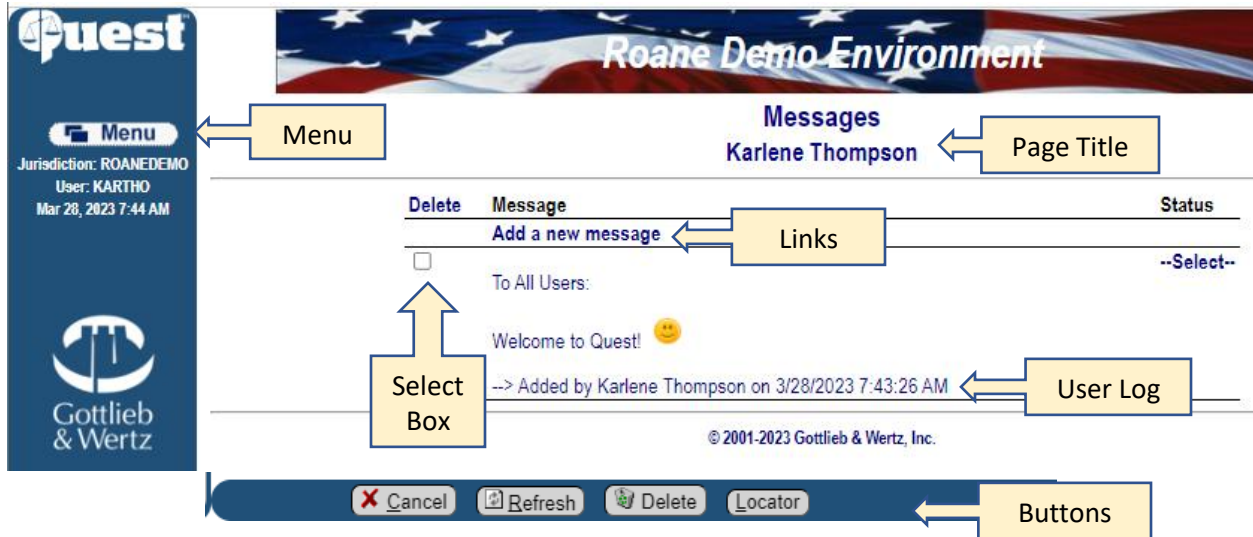


The Basics – Quick Reference Guide

Navigating Quest

Messages

The first screen you come to in Quest is messages. Messages will be sent to you with information on people on your caseload.



Page Title

Every page has a title. This is important to note as you move through the system so you can keep track of where you are.

User Log

The system tracks where you have been and what you have done in the system. At the bottom of every page is who added it and when, and who last updated it and when.

Select Box

Throughout the system there are boxes that allow you to select certain information. The column header (in this example the word Delete) is a toggle switch, it will select everything or unselect everything. You can also individually select items.

Buttons

Across the bottom of every page is a list of buttons. They change according to what is on the screen.

- **CANCEL** is your BACK button, it takes you to the screen you were on before. You can not use your browser's BACK button. That takes you to the website you were on before, which would take you OUT of Quest.
- **REFRESH** removes everything you've typed on the screen but also brings back any new information from the server.
- **DELETE** button deletes whatever is selected, you must click the delete button twice as a safety precaution.
- **LOCATOR**: Allows you to keep track of staff that are "in" or "out" of the office. (mark yourself out)
- **UPDATE** is your save and continue button.

Each button has an underline under a letter. You can hold your ALT key and type the underlined letter instead of clicking on the button.

To Delete

To delete an item, select the item, then click the Delete button. You must click the delete button twice as a safety precaution.

Message Center

There is a message center in the top left corner of your screen. You will see various messages giving you information.

The screenshot displays the Message Center interface. At the top right, the title "Messages" is shown in blue, followed by the name "Karlene Thompson". On the left, a blue text prompt reads "Press delete again to delete the item" with a yellow box labeled "Message Center" and an arrow pointing to the left. Below this, a table lists messages with a "Delete" column and a "Message" column. The first message is checked with a blue checkbox and reads "To All Users: Welcome to Quest!" followed by a yellow smiley face emoji. Below the message, it says "--> Added by Karlene Thompson on 3/28/2023 7:43:26 AM". At the bottom, a dark blue navigation bar contains four buttons: "Cancel" (with a red X icon), "Refresh" (with a circular arrow icon), "Delete" (with a trash can icon), and "Locator" (with a magnifying glass icon).

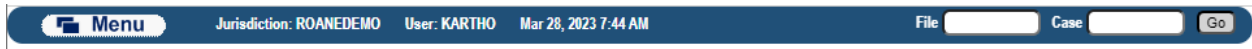
Delete	Message
	Add a new message
<input checked="" type="checkbox"/>	To All Users: Welcome to Quest! 😊 --> Added by Karlene Thompson on 3/28/2023 7:43:26 AM

Links

There are links throughout the system. If you hover over a link and it is underlined, you can click on it to get more information.

Menu

On the left-hand side of the screen or across the top if you have a small screen is the Menu button. This is how you navigate through the different sections of Quest.



- **Person** is about the individual people in the system.
- **Case** is the folder for all the information on that particular case.
- **Court** is the Court Docket or other scheduling.
- **Supervision** is for supervising your caseload.
- **Detention** is for the detention information.
- **Tables** is for administrators to maintain the system.
- **Miscellaneous** is about the department as a whole.
- **Help** provides help information including shortcuts.
- **Sign off** is how you log out of the system.

Sign off

If you don't interact with the system within 1 hour, you will be logged out.

If there is writing on your screen and you have not clicked UPDATE to save that information, it will be lost. The server is located in Indianapolis, IN. Until you click UPDATE you have not sent the information to the server.

Your county has a certain number of licenses available, probably fewer than there are actual people, so if you're going to be away from your desk, you must **SIGN OFF** Quest.

Do NOT click the X to close the browser. That will not release your license.
Menu | Sign off is the appropriate way to close out of Quest.

Training Manual

There are on-line Training manuals
Menu | Misc | Local | Local Options |