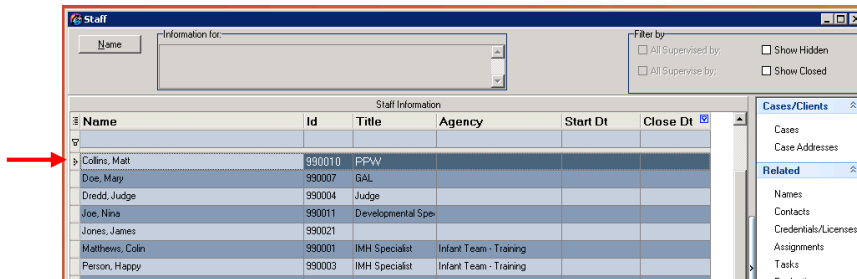


Quick Steps

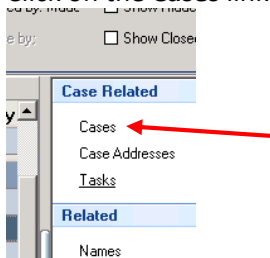
- Open the Case List Screen (if you are not already in it)
- Click on the + Sign to the Left of the Case you are Working on
- Click on the Client Field you are Looking at the Notes for
- From the Right Hand Menu Bar, Click on the Client Services Link
- Enlarge Service Notes by Left Clicking and Dragging the Double Line/Double Arrow Icon Up

Detailed Steps:

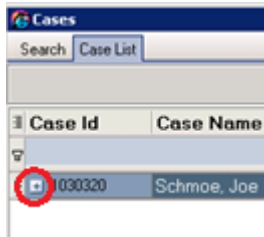
1. After logging into the database, the Staff window appears and the system identifies your name on the staff list.



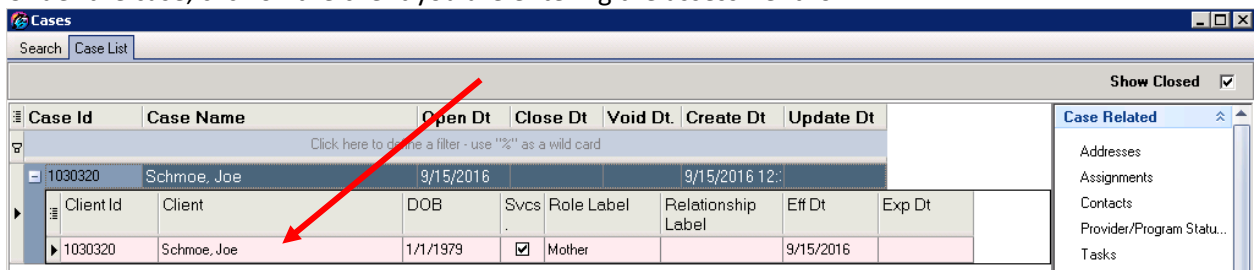
2. Click on the **Cases** link (on the side menu bar) to get to your open case list.



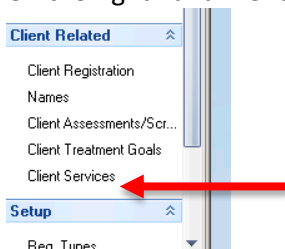
3. From the **Case List** screen, click on the + sign to the left of the case that you want to work on.



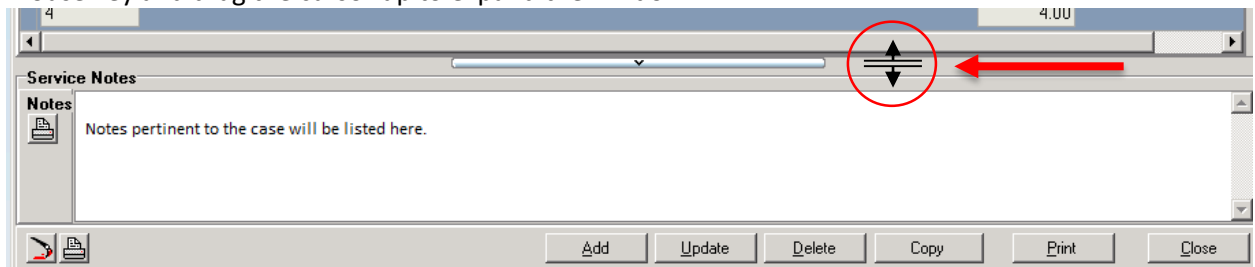
4. Under the case, click on the client you are entering the assessment for.



5. On the right hand menu bar, click on the **Client Services** link.



6. In the **Case Member Services** form, you will be able to enlarge the **Service Notes** section. Click in the area below the Service Information and above the Service Notes. The cursor will change to indicate two lines with an arrow pointing up and an arrow pointing down. Hold down your left mouse key and drag the cursor up to expand the window.



The window will stay in the expanded view until you exit the **Services** menu. Don't forget you can drag the lower left corner of the entire window to enlarge entire **Service Information** screen.

Note: These fancy little bars will expand and contract the bigger window depending on which way the arrow is pointing. Don't be afraid to play with them.



If you need further assistance please contact the ECSC Database Services Team:

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