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 are able to enlarge the Service Notes section.

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

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