

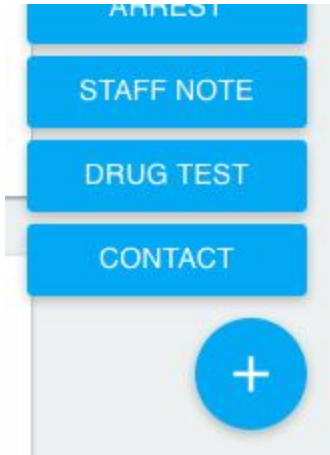

### SCENARIO 5: RECORDING A STAFF NOTE

You have just spoken to the judge regarding Joseph Hamilton's case and provided some case documents for him. You need to enter a staff note from the conversation to keep record of it. Using the information provided, create a staff note.

1) If you do not already have Joseph's client profile open, search for him in the Client List and open his profile.

2) Click "**Log**" on the side menu.

3) Staff Notes can be added one of the following two ways (this is true for all types of Log records):

A.	B.
<ol style="list-style-type: none"><li>1. From the main case log list, click the "<b>Add New</b>" button.</li><li>2. Select "<b>Staff Note</b>" and a form for a note will open.</li></ol>  <p>The image shows a vertical list of blue buttons with white text. From top to bottom, the buttons are labeled: ARREST, STAFF NOTE, DRUG TEST, CONTACT. Below these buttons is a light gray rounded rectangle containing a blue circle with a white plus sign (+).</p>	<ol style="list-style-type: none"><li>1. From the main log list, click the button labeled "<b>All Log Records</b>" and select "<b>Staff Note</b>" from the list.</li><li>2. Click the "<b>Add New</b>" button and a form for a note will open</li></ol>  <p>The image shows a light gray rounded rectangle containing a blue button with the text "ALL LOG RECORDS" and a small downward-pointing triangle (dropdown arrow) to its right.</p>

4) After accessing the form for the staff note (via either method in the previous step), you can now record your note.

**Staff Note:** Spoke with Judge regarding Joseph's case and provided him a copy of Joseph's Terms of Supervision.

5) Since this note is directly related to case 16CR000X, you'll want to **tag the case**. Simply begin typing the Case ID into the text field and select it when it appears.

**Tagged Case:** 16CR000X

5) The note will automatically be saved with the **date** that the note was created as well as the **staff person** who entered it.

6) When you are finished, click the checkmark icon to **save**.

