

Enlarging the "Outer View" Note Window

## 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.

🍘 Staff							
Name				Filter by	l by:	Show Hidden	
				All Supervise I	зу;	Show Closed	
Staff Information						Case Related	
I Name	#	ld	Title	Agency		Canaa	
13 <b>-</b>						Case Addresses	
🔆 🕨 Data Team, Member		1170002				Tasks	
						Related	
<					ſ	Names	

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.

Ś	Cases								_	
	Search Case List									
			/						Show Closed	◄
3	Case Id	Case Name	Open Dt	Clo	se Dt Void	Dt. Create Dt	Update Dt		Case Related	* 🔺
٤	7		Click here to define a filter - use "	'%'' as a	a wild card				Addresses	
	- 1030320	Schmoe, Joe	9/15/2016			9/15/2016 12:	:		Assignments	
	🗄 Client Id	Client	DOB	Svcs	Role Label	Relationship	Eff Dt	Exp Dt	Contacts	
	-					Label			Provider/Program Stat	au
	1030320	Schmoe, Joe	1/1/1979	✓	Mother		9/15/2016		Tasks	

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. Click in the area below the Service Information and above the Service Notes. The cursor changed 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.

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Notes		
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	Add Update Delete	e Copy <u>P</u> rint <u>C</u> lose

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 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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