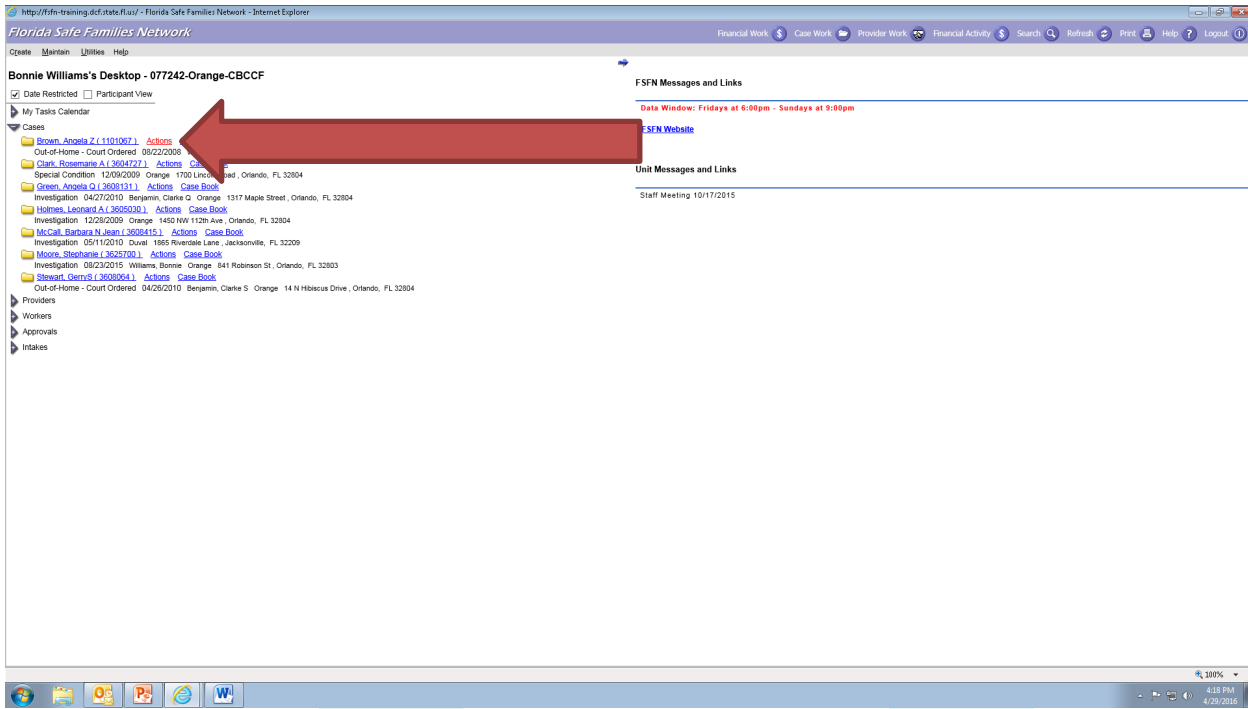
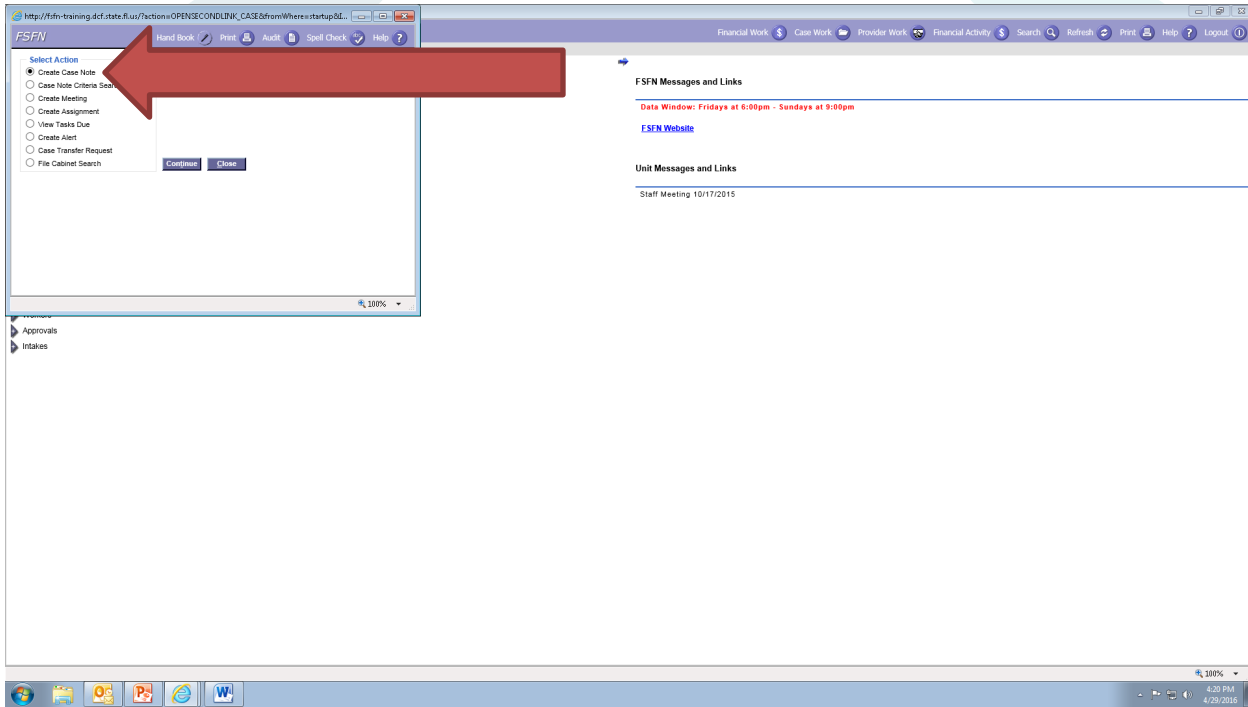


FSFN – Case Note Entry Screen Shots

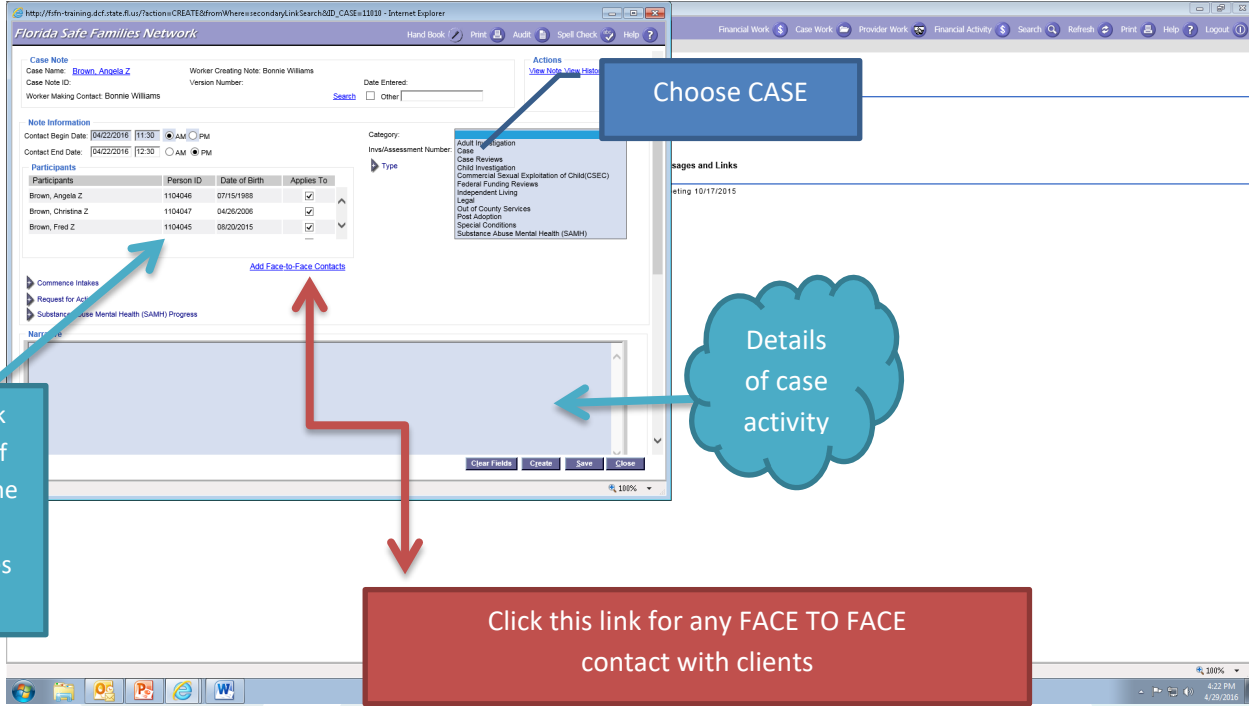
Click the ACTIONS hyperlink next to the case name.



Click the radio button next to "CREATE CASE NOTE" and hit continue.



FSFN – Case Note Entry Screen Shots



Choose CASE

Check box of who the note applies to

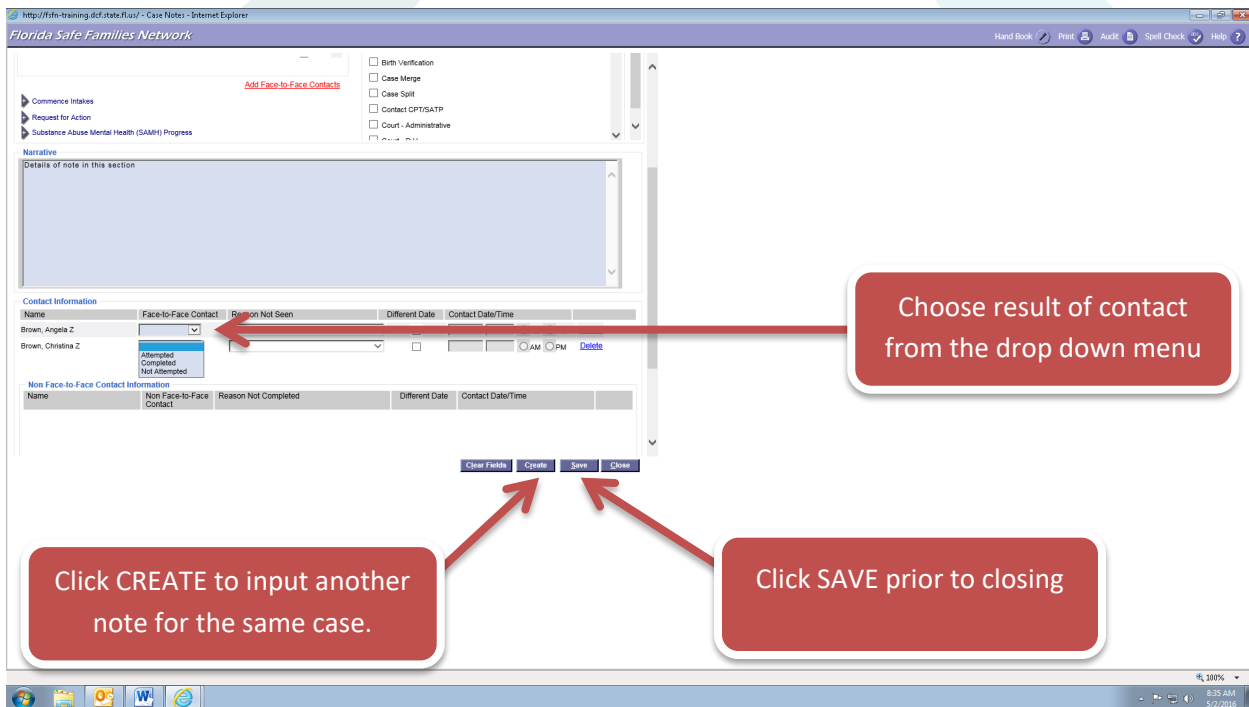
Details of case activity

Click this link for any FACE TO FACE contact with clients

Add Face-to-Face Contacts

Participants	Person ID	Date of Birth	Applies To
Brown, Angela Z	1104046	07/15/1988	<input checked="" type="checkbox"/>
Brown, Christina Z	1104047	04/26/2006	<input checked="" type="checkbox"/>
Brown, Fred Z	1104045	08/20/2015	<input checked="" type="checkbox"/>

Face to Face Screen.



Choose result of contact from the drop down menu

Click CREATE to input another note for the same case.

Click SAVE prior to closing

Add Face-to-Face Contacts

Contact Information

Name	Face-to-Face Contact	Reason Not Seen	Different Date	Contact Date/Time
Brown, Angela Z	<input type="checkbox"/>			
Brown, Christina Z	<input type="checkbox"/>			

Non Face-to-Face Contact Information

Name	Non Face-to-Face Contact	Reason Not Completed	Different Date	Contact Date/Time
	<input type="checkbox"/>			

FSFN – Case Note Entry Screen Shots

Entering case note for: Telephone Contact, Email, or Fax. “Non Face-to-Face Contact”.

Non Face to Face Screen: (Will look slightly different in each pull down menu depending on the “type”.)