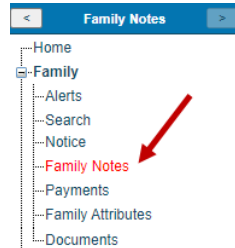# KinderTrack – Family Notes

Use the **Family > Family Notes** to enter and view specific case notes about the selected family.

**A** Press the **Family Notes** under **Family**.



**B** Enter the **Start Date** and the **End Date** range or use the **Calenda**r button to select the date and enter the appropriate search criteria in the available fields.



**C** Press **Options** to select the number of records you want to be displayed.



**D** Press **Refresh.**

**E** The system displays the search results under the **Notes List**. Select the radio button of the note you would like to review.



**F** To create a new note, press **New.**

**G** Type your note about the family or child. Click the ABC icon to spell check your entry.

**H** Select the **Type** of note you are adding from the drop-down menu. The System Administrator determines the Family Notes types available in the Administration > Tables > Family Note Types page. Note types are:
- Communication
- Fraud & Recovery Schedule
- General Reminders
- Payment
- Schedule

**I** Select the note's **Contact Type, Event Type,** and **Date**.

**J** Press Save.