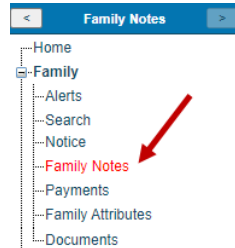


KinderTrack – Family Notes

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 **Calendar** button to select the date and enter the appropriate search criteria in the available fields.

A screenshot of the 'Family Notes' search form. The form is titled 'Family: Stark (Termination Pending) (9)' and 'Family ID: 9'. It has fields for 'Case Number:', 'Start Date:' (with a calendar icon), 'End Date:' (with a calendar icon), 'Note Type:' (with a 'Select >>' button), 'Keyword:' (with a text input field), 'Contact Type:' (with a 'Select >>' button), and 'Event Type:' (with a 'Select >>' button). Red arrows point to the 'Start Date' and 'End Date' fields.

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

A screenshot of the 'Family Notes' search form. The form is titled 'Family: No record selected' and 'Family ID:'. It has fields for 'Case Number:', 'Start Date:' (with a calendar icon), 'End Date:' (with a calendar icon), 'Note Type:' (with a 'Select >>' button), 'Keyword:' (with a text input field), 'Contact Type:' (with a 'Select >>' button), and 'Event Type:' (with a 'Select >>' button). A red arrow points to the 'Options' button in the 'Notes List:' section.

- D** Press **Refresh**.

Refresh

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

A screenshot of the 'Notes List' table. The table has columns: 'S', 'Type', 'Worker', 'Date', and 'Note'. The first row is highlighted in yellow and has a radio button selected. Below the table is a 'Reports:' section with a 'Notes Report' link. Below that is a 'Note:' section with the text 'This is a note.' and a red arrow pointing to it. Below the note is a section with 'Type: General', 'Contact Type: Phone From', and 'Event Type: Child Care Provider & Payments'.

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

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.