



here's info needed to....

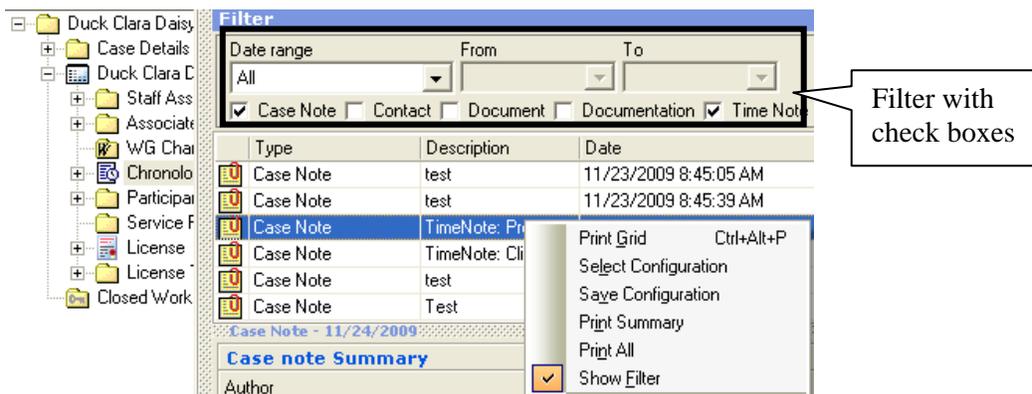
Printing Case Notes in Chronology

What is the best way to print case notes in chronological order so it makes sense to the reader?

When there are multiple entries of case notes, it is necessary to add the Grid Filter and put the date column into a sort order, then Print Summary or Print All.

Navigation:

1. Click on the Chronology node in the workgroup at the treeview.
2. Choose the date range.
3. Right-click in the grid and select Show Filter. This displays the filter across the top of the grid.
4. Check only the Case Note check box and the Time Note, if desired. Uncheck all the rest of the check boxes.
5. Click on the Date column header; it will sort by ascending or descending. Note the up/down arrows at the end of the date column in the application (not viewable here).
6. Right-click on grid and select Print Summary. The Summary print preview displays. The blue banner title is Chronology Summary. The screen displays like a grid with separators ** OR **Right-click on grid and select Print All. Document entries without the grid lines display in chronological order in print preview.
7. Click Print button from the navigation buttons at the top of the display.



Print Summary

Chronology Summary

Chronology: Duck Clara Daisy CFC Assessment 11/24/2009

Filter: By type: Case Note, Time Note (ascending order by "Date")

CASE NOTE

Author : Maureen S Zinda Date created : 11/23/2009 8:45:05 AM
 Subject : Home visit Last edit date : 12/07/2009 9:23:21 AM
 Notes : Not editable date : 01/03/2010 8:45:06 AM
 Met with Clara and inspected the home for safety. She is a charming person and has a very clean residence. Will recommend licensure.

CASE NOTE

Author : Maureen S Zinda Date created : 11/23/2009 8:45:39 AM
 Subject : Mailed packet Last edit date : 12/07/2009 9:25:34 AM
 Notes : Not editable date : 01/03/2010 8:45:06 AM
 Sent packet to Clara and followed up with a phone call.
 Asked to have packet back by Dec. 11th.

CASE NOTE

Author : Maureen S Zinda Date created : 11/24/2009 7:58:49 AM
 Subject : TimeNote: Program information : Application discussion Last edit date : 11/24/2009 8:00:35 AM
 Notes : Not editable date : 12/24/2009 7:50:49 AM
 Talked with Clara about the application process and timing.

Print All

CHRONOLOGY: DUCK CLARA DAISY CFC ASSESSMENT 11/24/2009

By type: Case Note, Time Note (ascending order by "Date")

- Date Range: All

- Types: [X] Case Note [] Contact [] Document [] Documentation [X] Time Note

Case note

Author: Maureen S Zinda Date created: 11/23/2009
 Subject: Home visit Last edit date: 12/07/2009
 Not editable date: 01/03/2010
 Met with Clara and inspected the home for safety. She is a charming person, and has a very clean residence. Will recommend licensure.

Case note

Author: Maureen S Zinda Date created: 11/23/2009
 Subject: Mailed packet Last edit date: 12/07/2009
 Not editable date: 01/03/2010
 Sent packet to Clara and followed up with a phone call.
 Asked to have packet back by Dec. 11th.

Case note

Author: Maureen S Zinda Date created: 11/24/2009
 Subject: TimeNote: Program information : Application discussion Last edit date: 11/24/2009
 Not editable date: 12/24/2009
 Talked with Clara about the application process and timing.