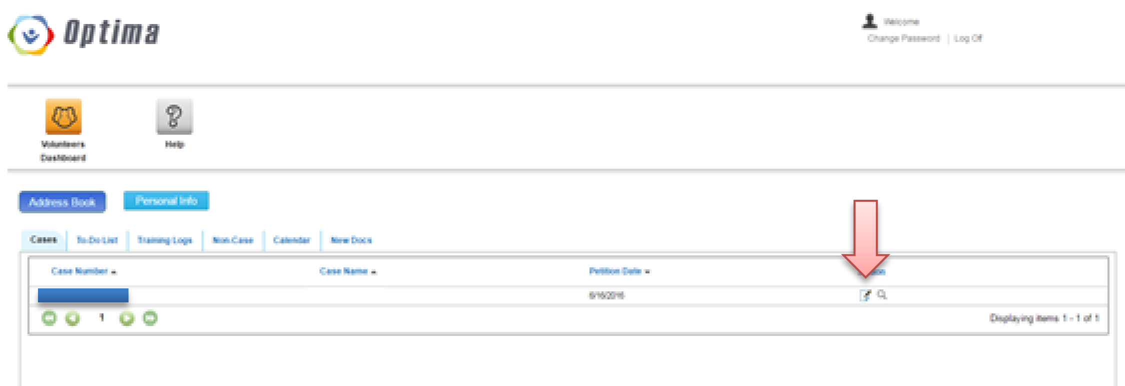
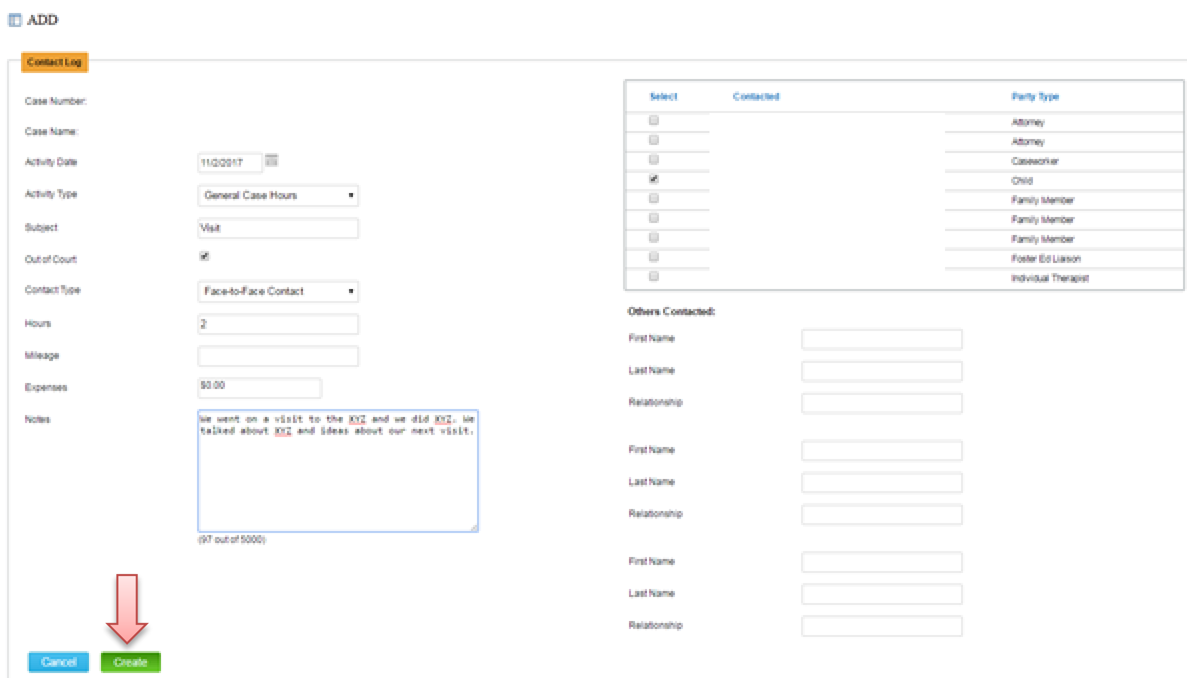
HOW TO INPUT A CONTACT LOG

This is what it looks like after you log in:

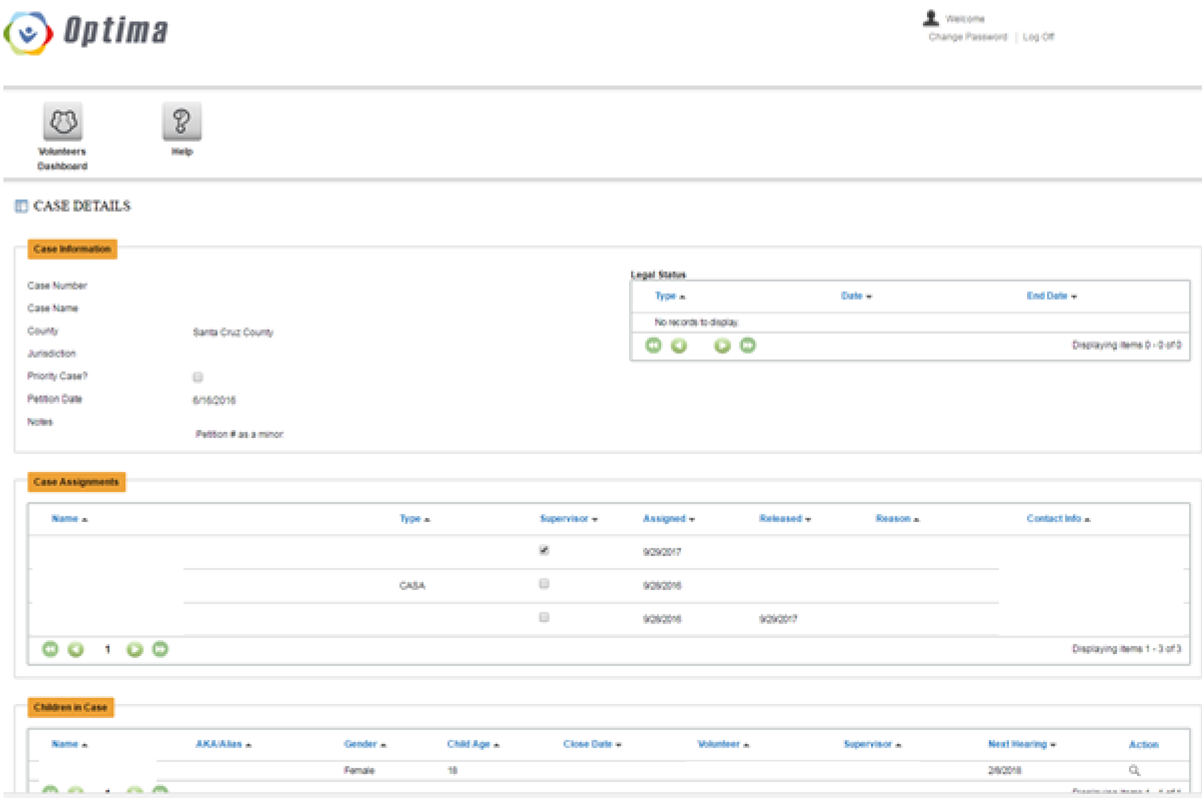


1. Click the notepad icon on the far right

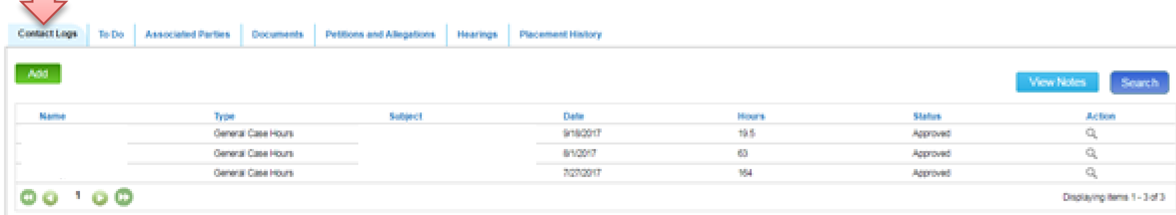


1. Fill in necessary information
2. No need to check the “Out of Court” box
3. “Mileage” and “Expenses” is optional if you wanted to track for tax purposes
4. In the “Notes” box, you can be as detailed as you want!
5. On the top right, check the boxes of who the contact was with
6. In the “Others Contacted” section, other people you contact who are not in above Contact box
7. When you are all done, click the **green CREATE** button!

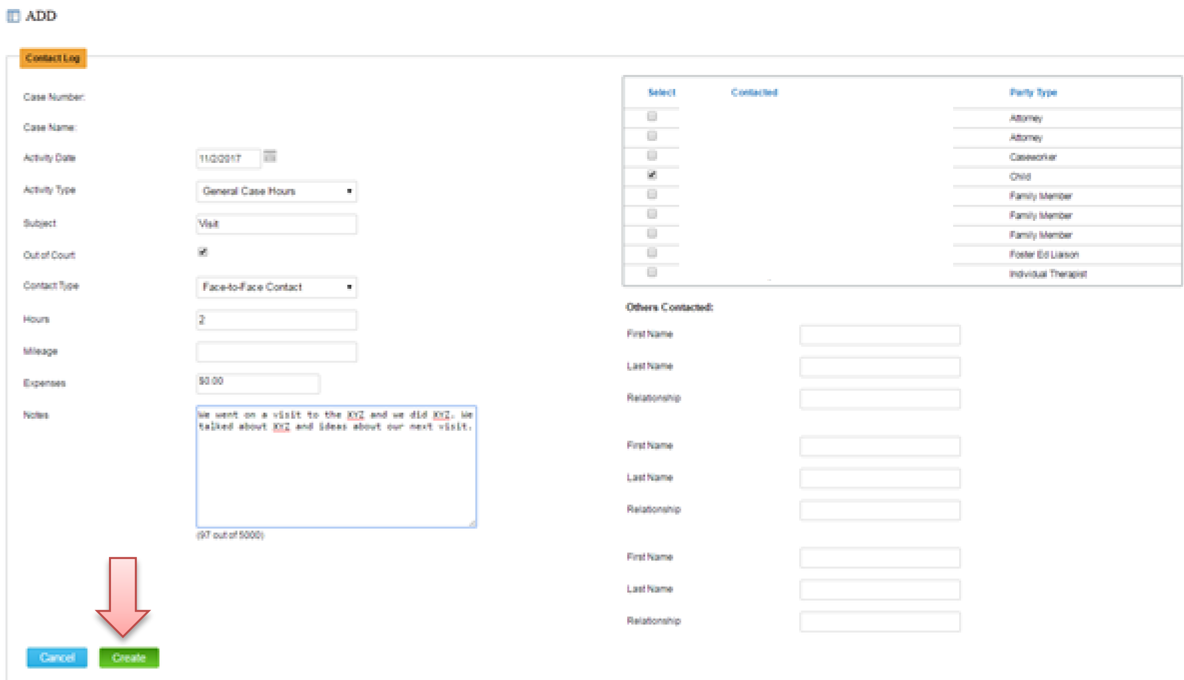
If you are already in the CASE DETAILS page:



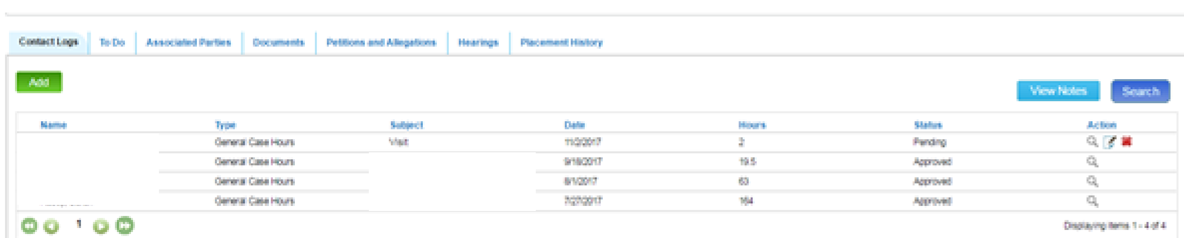
1. Scroll down to the bottom of the page



1. Click the **green ADD** button on top left

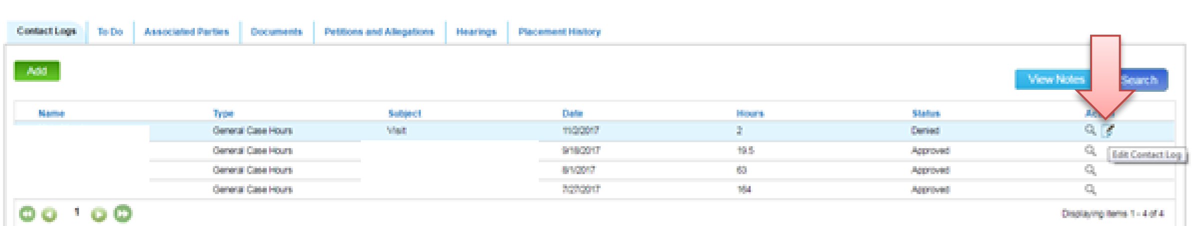


After you click the **green CREATE** button, it will then take you here:

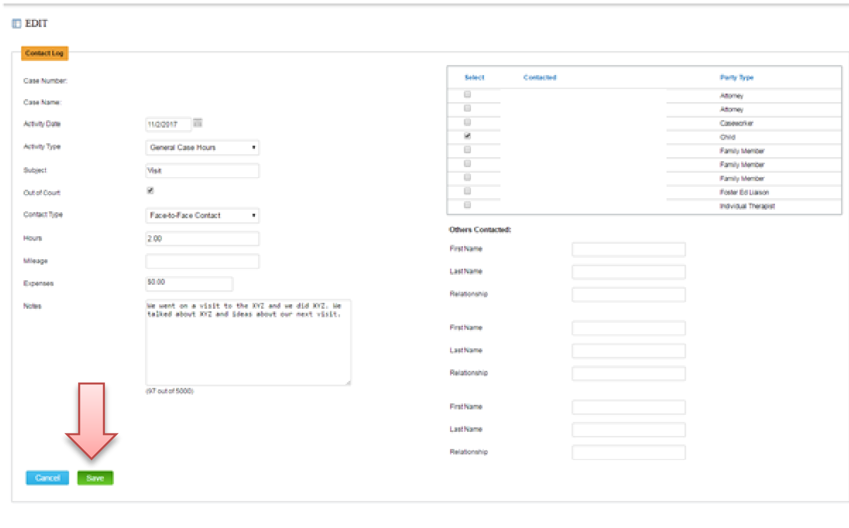


1. You will see that under "Status" it says "Pending"
2. **You're all done!**
3. Your supervisor will go in and approve!

To revise if needed:



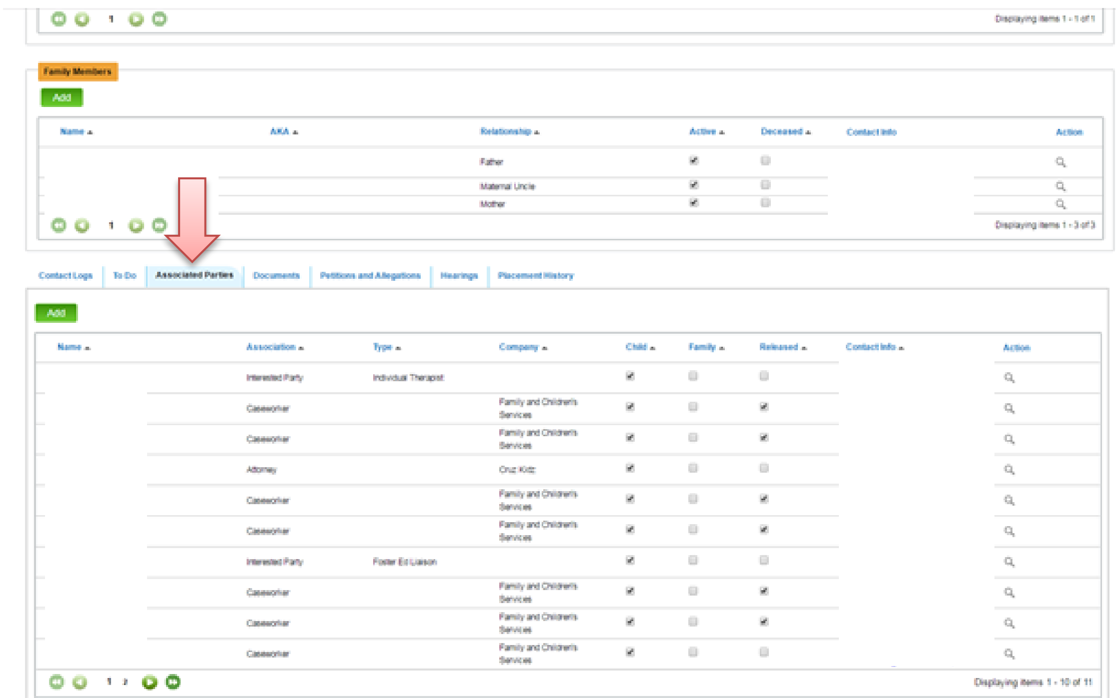
1. Click the Notepad icon on the far right



1. Edit as needed
2. Click the **green SAVE** button on bottom left

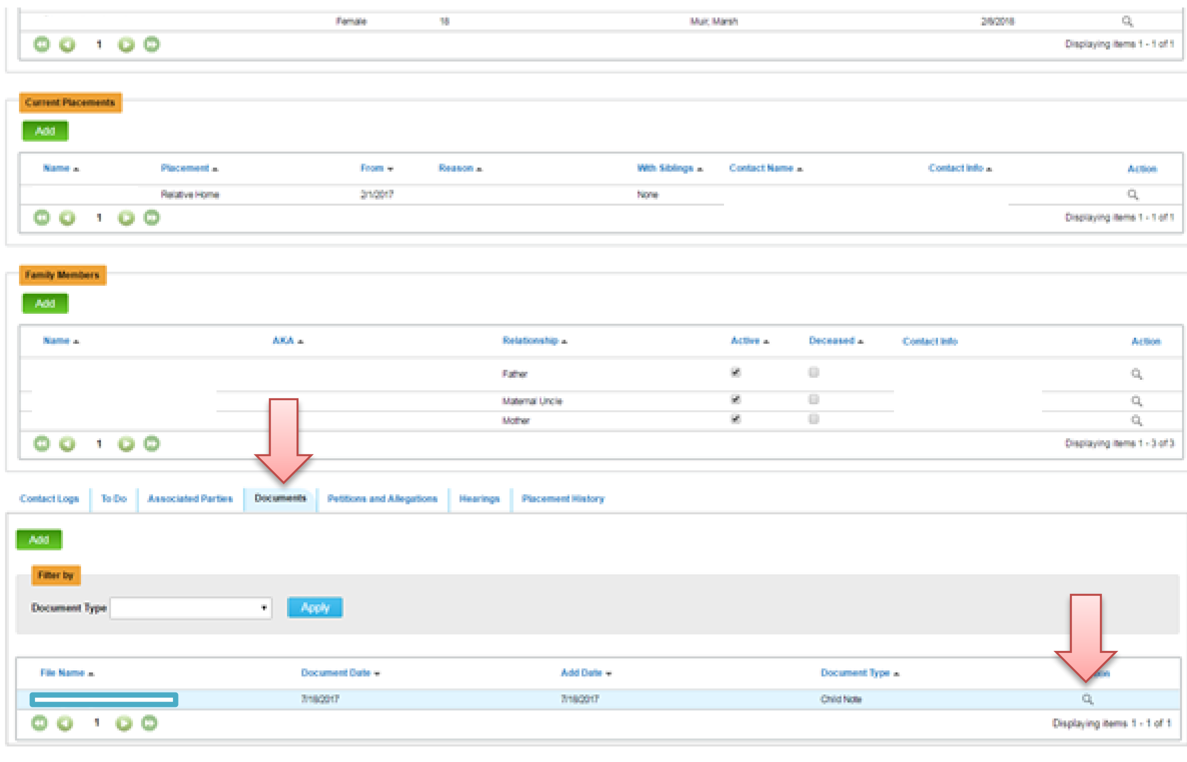
NOTE: You are not able to edit after your supervisor approves!

How to look up contact info for Associated Parties (e.g., SW, attorney, FosterEd Liaison, etc.)



1. Scroll down to bottom of page
2. Click "Associated Parties" tab

HOW TO ACCESS UPLOADED COURT/MISC DOCUMENTS



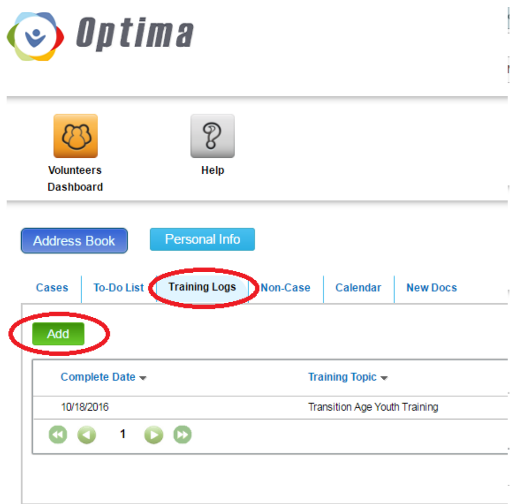
1. Scroll down to bottom of page
2. Click "Documents" tab
3. Click Magnifying Glass on far right to download
4. Open download

HOW TO UPLOAD A DOCUMENT

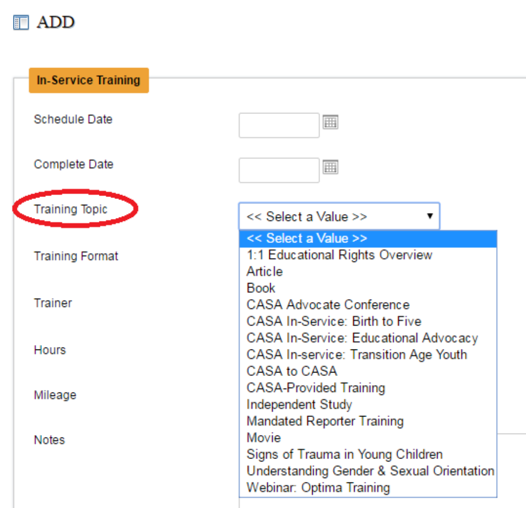
1. Click the **green ADD** button

2. Click choose files
3. Enter document type
4. Enter document date
5. Click the **green SAVE** button

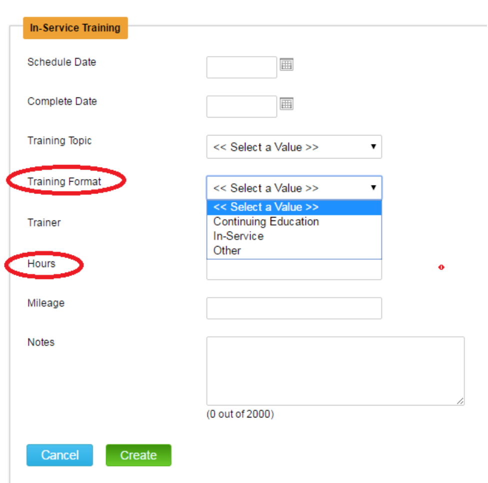
HOW TO INPUT CONTINUING EDUCATION HOURS:



1. Click the "Training Logs" tab
2. Click the **green ADD** button



1. Enter in "Schedule Date" & "Complete Date" – it's the same date but both are required
2. Select the appropriate "Training Topic"



- In "Training Format" select **Continuing Education** (e.g., article, book, independent study, movie, mandated reporter training, or any non-CASA training) or **In-Service** (e.g., any CASA training)
    a. **NOTE:** *if you attend a training put on by CASA, you do not need to enter it as we will do it for you!*
- Enter your hours (book = 3 hours, movie = 2 hours)
- Mileage isn't required unless you wanted to track for your own/tax purposes
- In "Notes" please put in the title if you read an article, book, did independent study, or watched a movie.
- Click the **green CREATE** button
- You're all done! Your supervisor will then approve your training log.