



Technical Assistance: Meeting Dragonfly Job Aid

The *Technical Assistance Meeting* screen allows users to document their work centered around routine, on-going meetings that they may participate in. It is intended to provide a place for the user to document updates within the meeting and any follow-up or work that the user may need to complete.

Technical Assistance: Meeting

Technical Assistance

▼ Technical Assistance Summary

TA Date

Technical Assistance ID

Assigned Worker

TA Status *

0

-Select-

Open

This section documents a staff person's work centered around routine, on-going meetings that they may participate in. It is intended to provide a place for the staff person to document updates within the meeting and any follow-up or work that the staff person may need to complete.

▼ Meeting *

Meeting Date *

Meeting Type *

Meeting Duration

-Select-

-Select-

Notes *

Save

Cancel

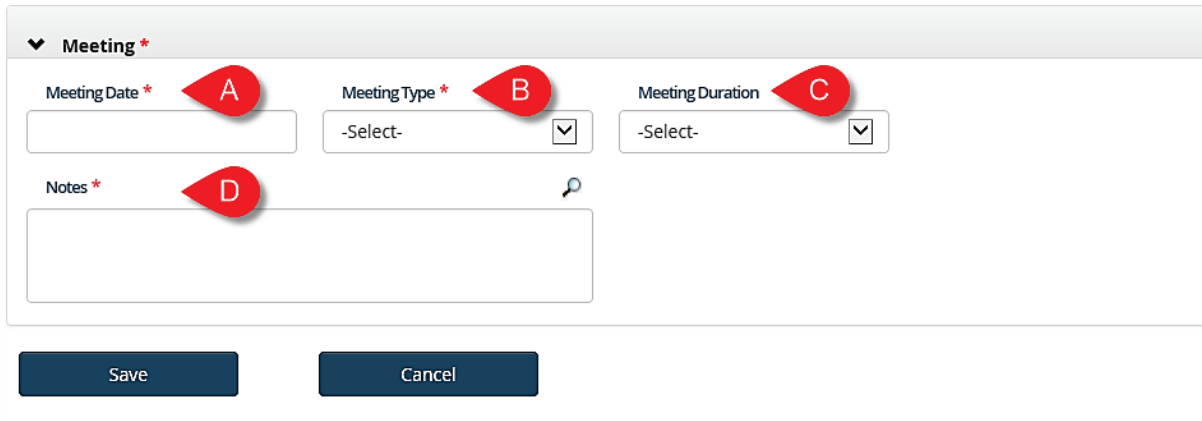
Navigation

1. The **Technical Assistance** menu can be found at the top of every screen. Select **Meeting** from the **Technical Assistance ▼** drop-down menu.



Meeting

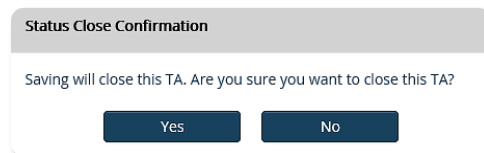
1.  pane:



The screenshot shows a 'Meeting' form pane. At the top is a header 'Meeting *'. Below it are four fields: 'Meeting Date *' (A), 'Meeting Type *' (B), 'Meeting Duration *' (C), and 'Notes *' (D). Each field has a red callout bubble with a letter. The 'Meeting Date' field is a text input. The 'Meeting Type' and 'Meeting Duration' fields are dropdown menus with '-Select-' as the current selection. The 'Notes' field is a large text area. At the bottom of the pane are two buttons: 'Save' and 'Cancel'.

- a. *Meeting Date*: Enter the date of the meeting. Meeting dates cannot be future dated.
- b. *Meeting Type*: Select the type of meeting from the drop-down.
- c. *Meeting Duration*: Select the length of the meeting from the drop-down.
- d. *Notes*: Enter any notes relevant to the meeting in the narrative text box.

2. To save the *Meeting* click  at the bottom of the screen.
 - a. A *Status Close Confirmation* pop-up will appear.



The screenshot shows a 'Status Close Confirmation' pop-up dialog box. It contains the text 'Saving will close this TA. Are you sure you want to close this TA?' and two buttons: 'Yes' and 'No'.

Click  to save and close this TA.

Clicking  will close the pop-up without saving or closing the TA.

3. Clicking  will navigate the user back to the **Technical Assistance Dashboard**. Any unsaved information will be lost.

For more information...

For assistance, please contact the Allegheny County Service Desk at ServiceDesk@AlleghenyCounty.US or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access iService, go to: <https://servicedesk.alleghenycounty.us>

This and other Job Aids can be found at: <http://s3.amazonaws.com/dhs-application-support/index.htm>