




## Case Contact - Quick Entry – YSP Job Aid

The Case Contact Quick Entry button can be found at the top of every screen and can be used to quickly start a Contact that has already occurred or is scheduled to occur.

### Case Contacts Screen



Dashboard Search Case Contact-Quick Entry Amber Knight▼

Contact Contacts - Quick entry

Case Id \*

-Select-

Case Name \*

-Select-

Primary Purpose of Contact \*

-Select-

Contact Date \*

Contact Notes

Contact Time \*

Save


December 22, 2015 Tuesday

9:00 AM

Case: NOVEMBER (OCTOBER NOVEMBER)  
Contact Purpose: Gathering Information


Close

### Accessing the Case Contacts – Quick Entry

1. The  can be found in the top-right corner of every screen in YSP.



## Case Contact Quick Entry pop-up

1. Click **Case Contact-Quick Entry** to open the pop-up.
  - a. Start by Selecting either the *Case ID* or the *Case Name*. When one drop-down is selected the other drop-down will automatically fill in. The Case Name drop-down includes the name of the Youth in parentheses after the name of the case.
  - b. Select the *Primary Purpose of Contact*.
  - c. Enter the *Contact Date*.
  - d. Contact Notes can be entered here but are not required to save the Quick Entry.
  - e. Enter the *Contact Time* and click **Save** to add to the Quick Contact grid.
  - f. Contacts started in the *Case Contact – Quick Entry* pop-up will remain in the pop-up grid until the Contact is completed in **Tracking** → **Contacts**.
    - i. To delete a Contact from the Quick Entry grid, click the delete icon [  ] to the right of the Contact's line in the grid.

## For more information...

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

To access the Self Service Tool go to <http://servicedesk.alleghenycounty.us>