**CM/ Notes/ Contacts Tab (Display)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Details**  | **Related**  | **CM Notes/ Contacts** |  |
| CM Notes/ Contacts **(# AUTO-POPULATE)** | **>|Log a Note/ Contact** | **qRefresh** |
| **Task** | **Contact Outside of U.S.?** | **Contact** | **New Case Contact** | **Type of Contact**  | **Attempt Status** |  **Date/ Time** |
| **AUTO-POPULATE** | **AUTO-POPULATE** | **AUTO-POPULATE** | **AUTO-POPULATE** | **AUTO-POPULATE** | **AUTO-POPULATE** | **AUTO-POPULATE** |

**Log a Note/ Contact (Data Entry Window)**

|  |
| --- |
| **New Task: Call Log** |
| **Contact** |
| Contact Outside of U.S.? | **<Dropdown Menu>** (-Select One- *Yes; No*) | Contact Name:  | **<Search Field – OPEN TEXT (Help Text:** “Search Profiles”)> |
|  | New Case Contact **i** | **(OPEN TEXT)** |
| **Call Log** |
| Date\* | **<POP UP CALENDAR>** | Time\* | **(OPEN TEXT) HH:MM AM/PM** | Status\* | **<Dropdown Menu>** (-Select One- *Successful; Unsuccessful)* |
| Type\* | **<Dropdown Menu>** (-Select One- *Phone Call; In-Person; Video Call; Social Media; Mail*) | Duration\* | **(OPEN TEXT)** |
| Type of Interaction\* | **(OPEN TEXT)** | Contact Details\* **i** | **(OPEN TEXT)** |
| Follow Up Action Required?\* | **<Dropdown Menu>** (-Select One- *Yes; No*) | Comments | **(OPEN TEXT)** |
|  | Follow Up Action Notes | **(OPEN TEXT)** |
| **Translation** |
| UAC Primary Language | **(OPEN TEXT)** | Translation Services Used? | **<Dropdown Menu>** (-Select One- *Yes; No*) |
| Language | **(OPEN TEXT)** | Translator Name | **(OPEN TEXT)** |
| **System Information**  |
| Name\* | **AUTO-POPULATE (Case Manager)** | Assigned To: \* | **<Search Field – OPEN TEXT>** |
| Related To: | **AUTO-POPULATE (Child’s A#)** | Due Date: | **<POP UP CALENDAR>** |
| Subject\* | **<Search Field – OPEN TEXT>** |  |
| Priority\* | **<Dropdown Menu>** (-Select One- *High; Medium; Low*) |
| **>|Save****>|Cancel****>|Save & New** |

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