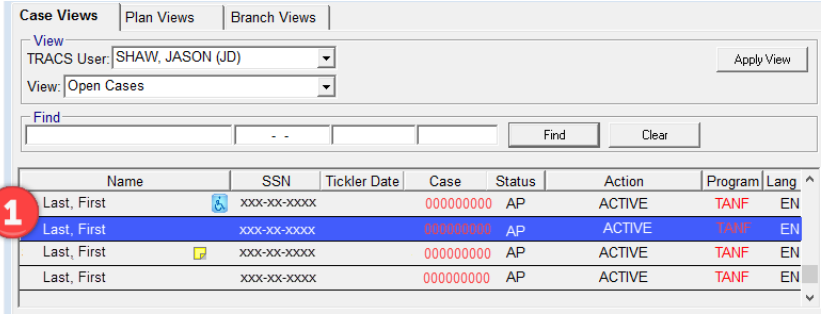
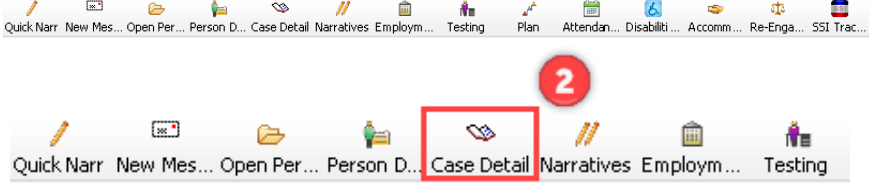
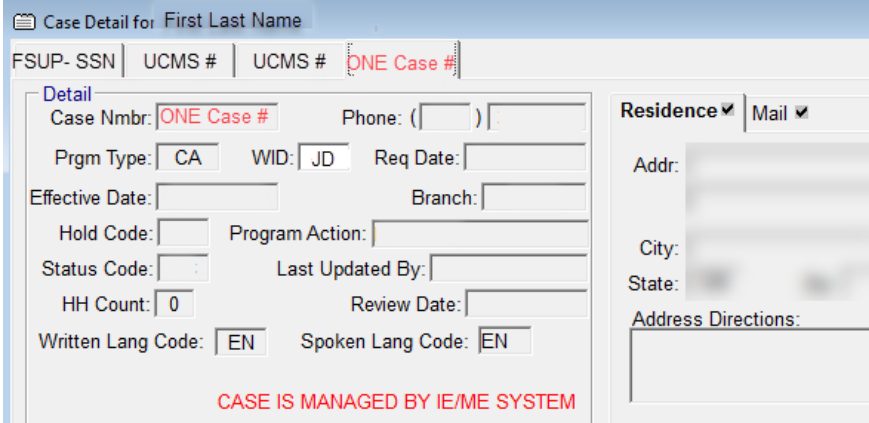
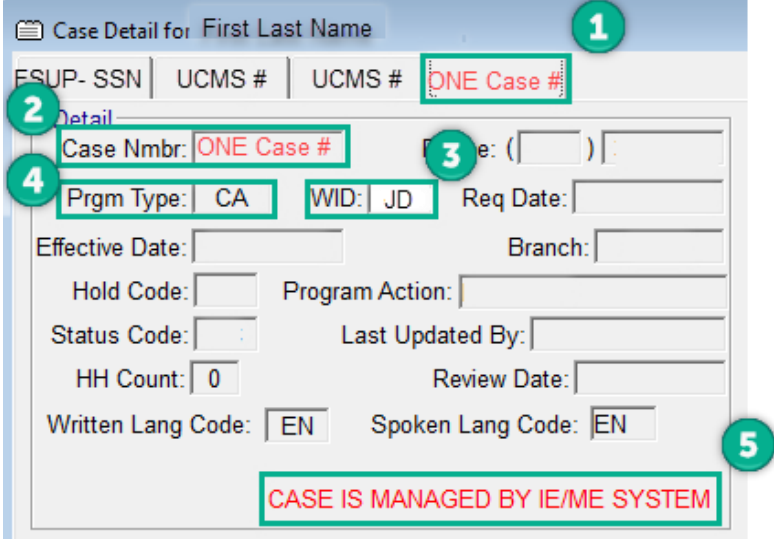


# How to View Case Detail Information

Instructions	Image
<p>1. Select participant / case record in TRACS</p>	 <p>The screenshot shows the 'Case Views' section of the TRACS interface. It includes tabs for 'Case Views', 'Plan Views', and 'Branch Views'. Below these are dropdown menus for 'View' (set to 'Open Cases') and 'TRACS User' (set to 'SHAW, JASON (JD)'). A 'Find' search bar is present. A table lists case records with columns: Name, SSN, Tickler Date, Case, Status, Action, Program, and Lang. The first row is highlighted in blue, and a red circle with the number '1' is placed over it.</p>
<p>2. Select "case details" from the TRACS toolbar</p>	 <p>The screenshot shows the TRACS toolbar with various icons. A red box highlights the 'Case Detail' icon, which is also circled in red with the number '2'.</p>
<p>3. Case details screen will pop up</p>	 <p>The screenshot shows the 'Case Detail for First Last Name' screen. It features several input fields and labels: 'Case Nbr: ONE Case #', 'Phone: ( ) :', 'Prgm Type: CA', 'WID: JD', 'Req Date:', 'Effective Date:', 'Branch:', 'Hold Code:', 'Program Action:', 'Status Code:', 'Last Updated By:', 'HH Count: 0', 'Review Date:', 'Written Lang Code: EN', and 'Spoken Lang Code: EN'. There are also dropdown menus for 'Residence' and 'Mail'. A red message at the bottom states 'CASE IS MANAGED BY IE/ME SYSTEM'.</p>
<p>Important information located in Case Details screen:</p> <ol style="list-style-type: none"> <li>1. ONE case number</li> <li>2. ONE case Number</li> <li>3. Program Type: Cash Assistance</li> <li>4. Worker ID: Family Coach</li> <li>5. Note indicating case eligibly is housed in ONE</li> </ol>	 <p>This screenshot is an annotated version of the previous one. Red boxes and circles with numbers 1 through 5 highlight specific elements: 1. The 'ONE Case #' in the 'Case Nbr' field; 2. The 'ONE Case #' in the 'Case Nbr' field; 3. The 'CA' in the 'Prgm Type' field; 4. The 'JD' in the 'WID' field; 5. The red message 'CASE IS MANAGED BY IE/ME SYSTEM' at the bottom.</p>