lcon Image	Name	Purpose		
Client List	Client List	Opens the participant (client) list window, you can select between case view, plan view and branch view.		
© Search	Search	Opens the person search window, used to search for a specific person.		
Nessages	Messages	Causes lags in system and not maintained. Communication between staff can be done via email or IM.		
Cascade	Cascade	Layers all open sheets to simplify finding a sheet (helpful if you have multiple records open at once).		
Center	Center	Centers the active window on the screen.		
🕵 Help Top	Help Topic	This feature is no longer supported.		
<b>∏</b> ∳ Exit	Exit	Closes the TRACS system down.		

Quick Narr	Quick Narrative	Creates a new narrative for the highlighted person.	Sequence:       NEW         Date:       10/28/2020         Entered By:
New Mes	New Message	Causes lags in system ar can be done via email or	nd not maintained. Communication between staff IM.
Open Per	Open Person	Opens the person folder for highlighted individual.	Client Case       Narratives       Testing         Detail       Last:       First:       Residence         SN:        DOB:       Gender:       Female         Suffix Name:       DOD:       00/00/0000       Prime:       Addr:         Due Date:       00/00/0000       Race:       Unknown       City:       Salem       County:         E-Mail:
Person D	Person Detail	Displays person level information.	Person Detail fo.   Detail   Last:   SSN:   ODD:   Prime:   Due Date:   Race:   E-Mail:   Residence   Mail   Other   Phone:   Image:   Type:
Case Detail	Case Detail	Displays cases participant is associated with and case detail information.	Case Detail for       Image: Case of the case of

// Narratives	Narratives	Opens narratives for highlighted individual.	Narratives for         Narrative List       All Narratives         Sequence       Date         IEVS Chkd       Narrative         333 of 333       10/12/202         333 of 333       10/12/202         330 of 333       09/30/202         Image: Sequence       Image: Sequence         333 of 333       10/12/2020         Marrative       Image: Sequence         333 of 333       10/12/2020         Image: Sequence       Image: Sequence         Status:       Normal         IEVS chkd:
Employm	Employment	Displays employment history entered in TRACS.	Employment History for   Begin Date End Date   Wage History     Job Category:   Job Type:   Y   Employer:     Y   Employer:     Y   Employer:     Y   Employer:     Y   Employer:   Y   Employer:     Y   Employer:   Y   Employer:   Y   Employer:   Y   Employer:   Y   Employer:   Y   Employer:   Y   Employer:   Y   Employer:   Y   End Reason:   Y   Effective Date:   Comment:   Earnings:   S0.00   per Week   S0.00   per Week × 4.3 =   S0.00 per Month
Testing	Testing	Displays testing previously offered and date. Includes testing completed with score or when testing is refused.	

Plan	Plan	Opens the current or previous plan or prompts to create a new plan.	Image: Steps       Plans       Steps       Parkers       Plan Manager       Accommodatione       Active plans on case       Preview PDP         Image: Steps       Plans       Status       Status       Effective Date       Begin Date       Completion Date       Reason         V Child Activitie       Vorking - Wid       Status       Status <td< th=""></td<>
			Image: Support Services:         Image: Su
			Notification Date: <ul> <li>DCS Case:</li> <li>Begin Date</li> <li>End Date</li> <li>ABAWD</li> <li>ABAWD</li> <li>AbaWD</li> <li>Case Mgmt Flag; Yes</li> <li>Veteran: No</li> <li>Load Code</li> <li>Exmp Reas:</li> <li>Load Code</li> <li>Exmp Reas:</li> <li>Cad Code</li> <li>Exmp Reas:</li> <li>Cad Code</li> <li>Exmp Reas:</li> <li>Code Code</li> <li>Exmp Reas:</li> <li>Code Code</li> <li>Exmp Reas:</li> <li>Code Code</li> <li>Exmp Reas:</li> <li>Code Code</li> <li>Exmp Reas:</li> <li>Cancel</li> <li>Cancel</li> <li>Step Type:</li> <li>Actual Start:</li> <li>Completion Reason:</li> <li>Cancel</li> <li>Cancel</li></ul>
			Planned End: <ul> <li>Actual End:</li> <li>Contractor Managed?:</li> <li>No</li> <li>Employer Contacts:</li> <li>Additional Hours:</li> <li>O</li> <li>One Stop Client:</li> <li>No</li> <li>Load Code:</li> <li>Total Hours:</li> <li>Attendance Status:</li> </ul>
Attendan	Attendance	Displays attendance page for current plan.	Personal Plan for      Plan & Steps Patnes: Plan Manager Accommodations:     Active plans on case: Pregiew PDP.      May 21, 2019     Status Step Type: Planned Stort Planned End, Actual Stort: Actual End, Sched Hrs, Addil Hrs, O     Child Activities - 5(21/2019) 5(9/2019) 5(21/2019) 7(5/2019) 0     11     PNO Medical assues - 5(21/2019) 7(5/2019) 6(21/2019) 7(5/2019) 0     11     Active Steps Only. 0 (Sched Hrs) O(Addil Hrs) 0     Out   Location Schedule Attendance      Week Start Date Exp. Act: % Excu. Unex. Hol Sat?     Sat.066/02/2019 1.0 1.0 100% Y     Sat.066/02/2019 1.0 1.0 100% Y     Sat.066/02/2019     Sat.066/22/2019     Sat

<b>&amp;</b> Disabiliti	Disabilities	Displays disabilities previously added into TRACS, can update or add new record.	Disabilities or Limitations   Client:   Dis/Lim Tmp Doc   Description   Accommodations   MH   Anxiety   TMLT   MH   Penic disorder with agoraphobia     Add   Update   Accommodations   Print
Accomm	Accommodati ons	Displays accommodations previously added in TRACS, you can update or add a new record (accommodations need a disability record).	Accommodations     Client:     Dis/Lim:     Accommodations for All Dis/Lim     Accommodation Needs     Acc Description     Status   Date   Duratic   Extend Time Limits     Needs to mail in her weekly activity log   Accepted   Accepted   Accepted   Continuing     Offered / Accepted   Accepted   Accepted   Continuing     Offered / Not Accepted   Acc Description   Status   Date   Duratic   Continuing     Offered / Not Accepted   Acc Description   Status   Date   Duratic   Show Replaced Accommodations   Add   Update   Save   Print   Reset   Close
Re-Enga	Re- Engagement	Displays historical/current re-engagement records, you can add a new record. (some areas utilize the re-engagement tab and some utilize the re- engagement narrative ter	- PD Describe the situation that led to the Re-Engagement

SSI Trac	SSI Tracker	Displays historical or current SFP information. This page is updated by the SFP-SS disability analyst.	SPPSI Application for:     Jon 28, 2016 - NC     Pogram Review     Pogram Review     Recoll Providers     Initial Application     Appeals Council     Appeals Council     Recollition     Resolution	Client Information Case: Cost Code: Worker ID: Spoken/Written Lang: EN / EN Analyst Information Interview Date: [728/2016 ] Decision: NotOffered ] Date: 8/4/2016 ] Reason: Non-Cooperation ] Test Results Test Results reviewed: Date: Worker ] Add New Birt Sore Door
Save	Save	Saves the information you	added or u	pdated.
Print	Print	Prints information in the active window.		
Add	Add	Adds new information within the active window.		
Cancel Add	Cancel Add	Cancels the new information added, cannot cancel if you have already saved.		
X Cancel C	Chancel Changes	Cancels changes made in the active window, cannot cancel if you have already saved.		
î Delete	Delete	Deletes information in the active window, cannot delete if you have already saved.		
<b>N</b> Refresh	Refresh	Refreshes the active wind	low with the	most recent updates.