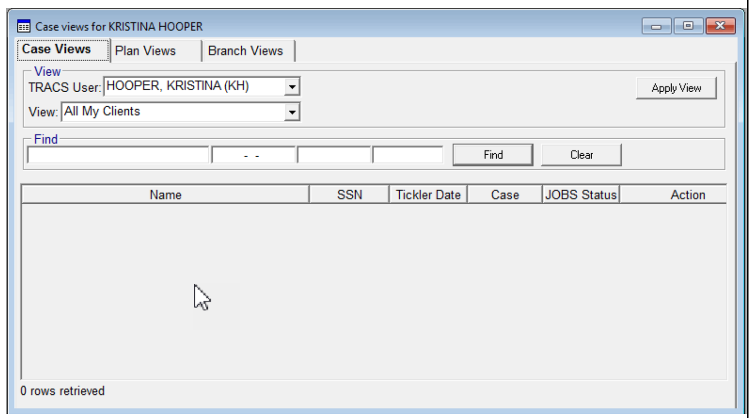
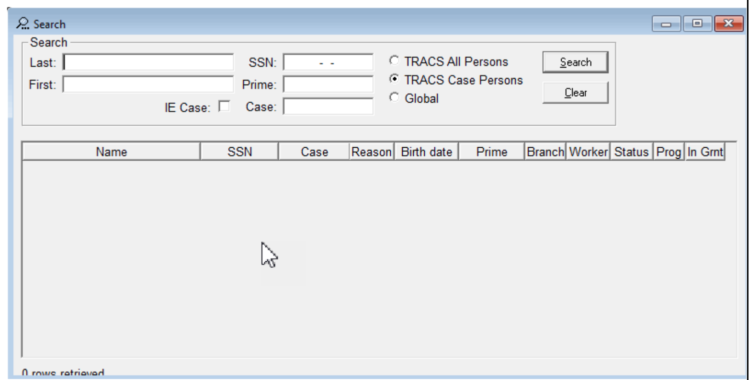
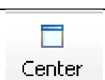
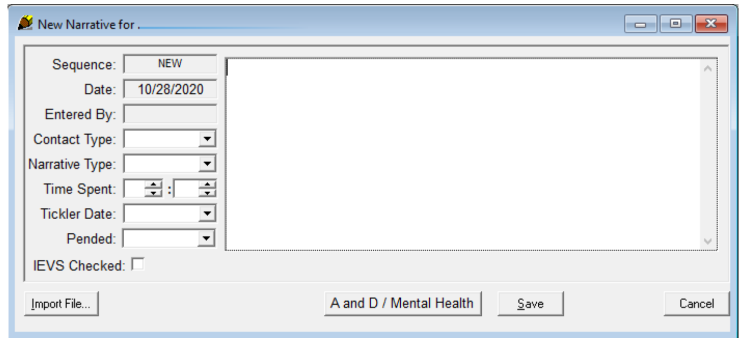
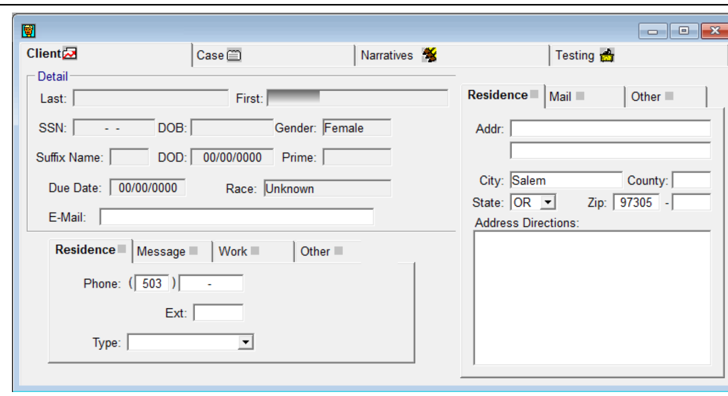
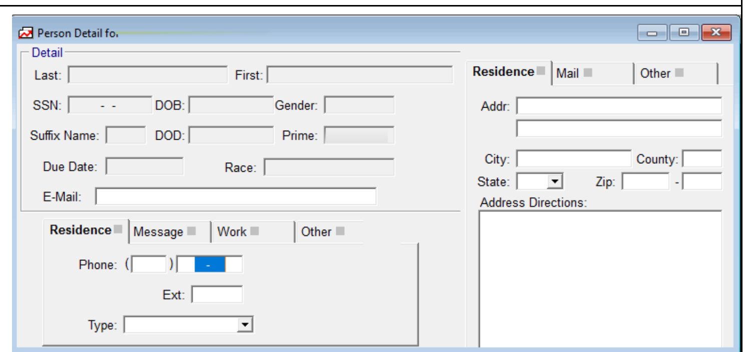
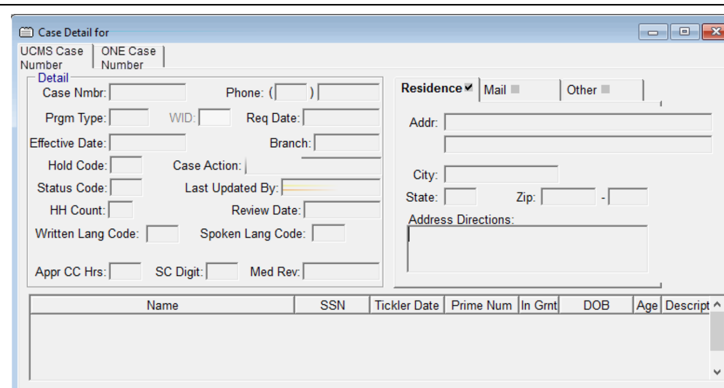
Tool Bar Icons

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

Tool Bar Icons

<table>
<tr><td>Quick Narr</td><td>Quick Narrative</td><td>Creates a new narrative for the highlighted person.</td><td>
</td></tr>
<tr><td>New Mes...</td><td>New Message</td><td colspan="2">Causes lags in system and not maintained. Communication between staff can be done via email or IM.</td></tr>
<tr><td>Open Per...</td><td>Open Person</td><td>Opens the person folder for highlighted individual.</td><td>
</td></tr>
<tr><td>Person D...</td><td>Person Detail</td><td>Displays person level information.</td><td>
</td></tr>
<tr><td>Case Detail</td><td>Case Detail</td><td>Displays cases participant is associated with and case detail information.</td><td>
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Tool Bar Icons

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<tr>
<td>
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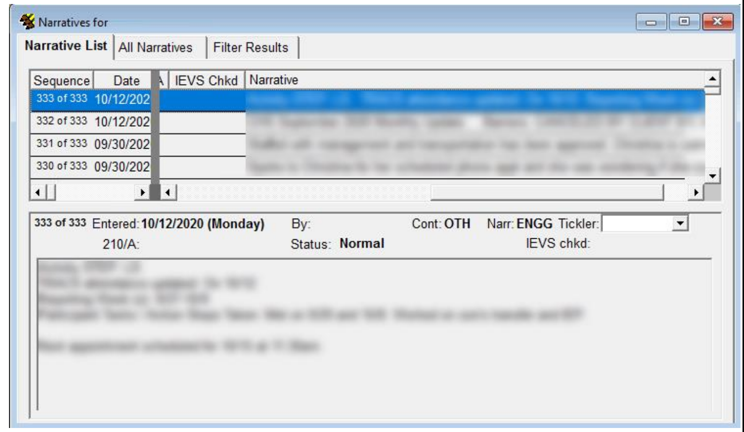
<td>Narratives</td>
<td>Opens narratives for highlighted individual.</td>
<td>
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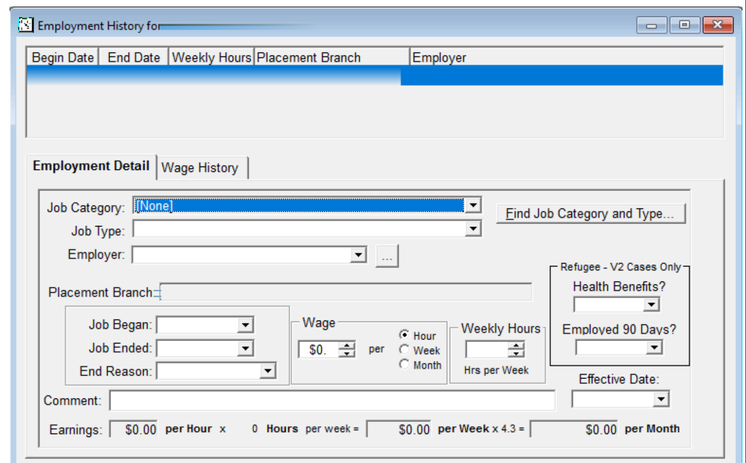
<td>Employment</td>
<td>Displays employment history entered in TRACS.</td>
<td>
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</tr>
<tr>
<td>
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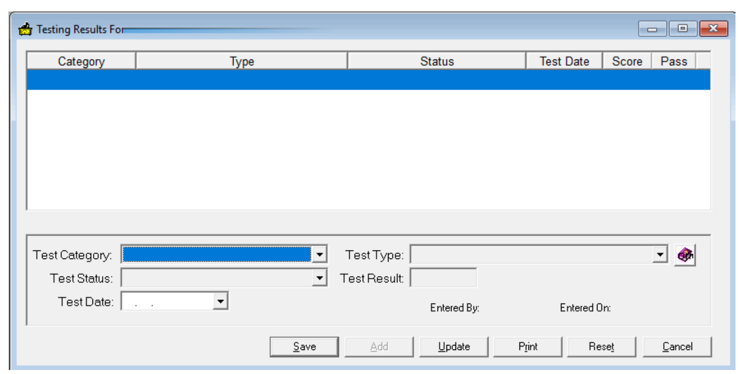
<td>Testing</td>
<td>Displays testing previously offered and date. Includes testing completed with score or when testing is refused.</td>
<td>
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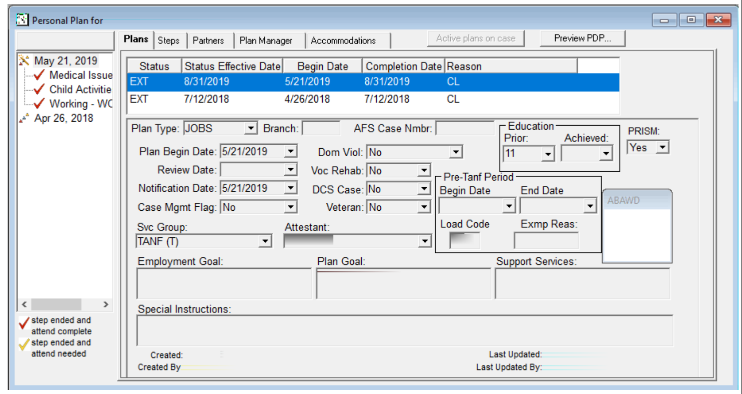
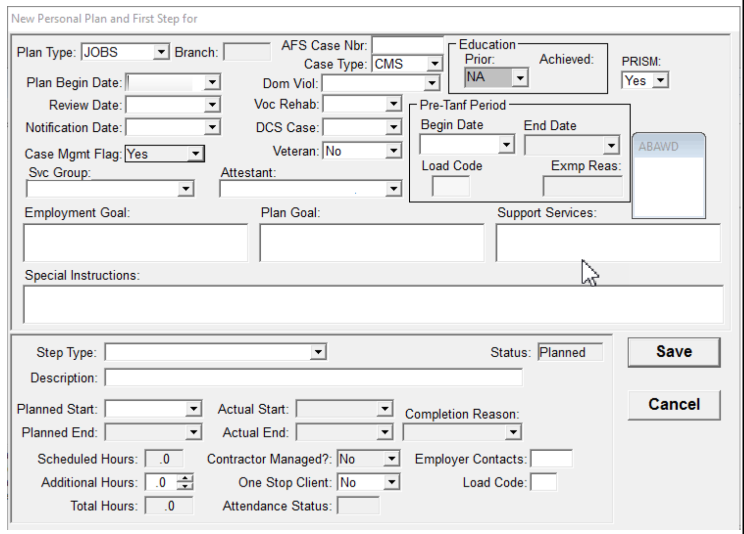
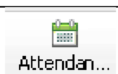
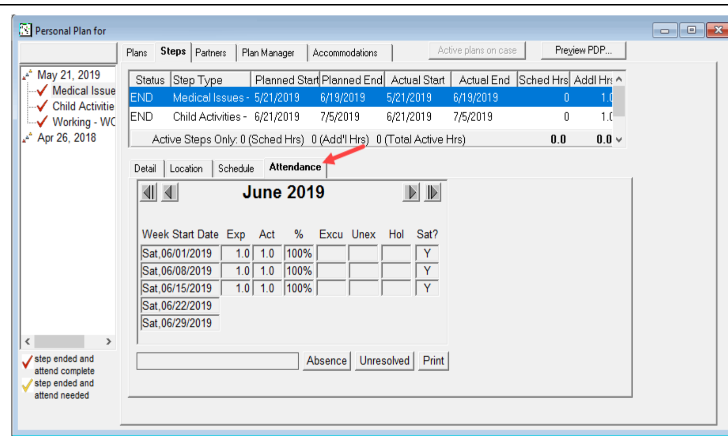
	Plan	Opens the current or previous plan or prompts to create a new plan.	 
	Attendance	Displays attendance page for current plan.	

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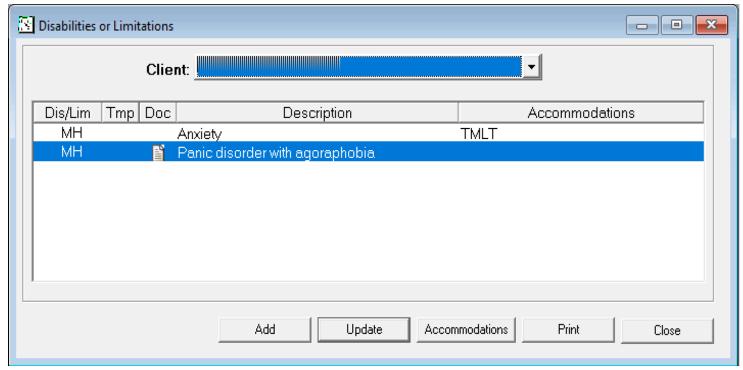
<tr>
<td></td>
<td>Disabilities</td>
<td>Displays disabilities previously added into TRACS, can update or add new record.</td>
<td></td>
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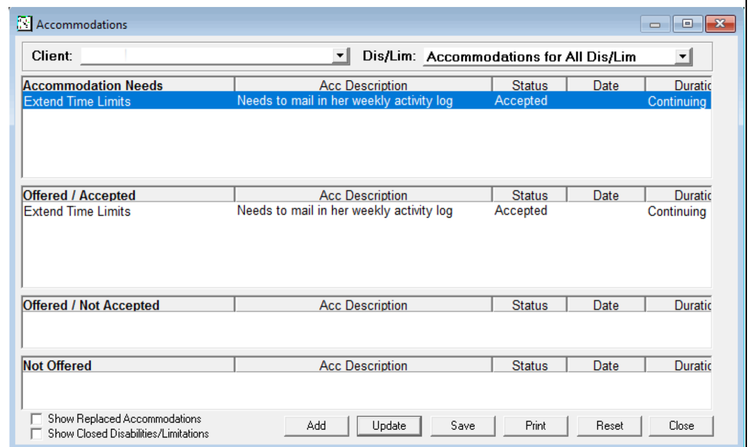
<tr>
<td></td>
<td>Accommodations</td>
<td>Displays accommodations previously added in TRACS, you can update or add a new record (accommodations need a disability record).</td>
<td></td>
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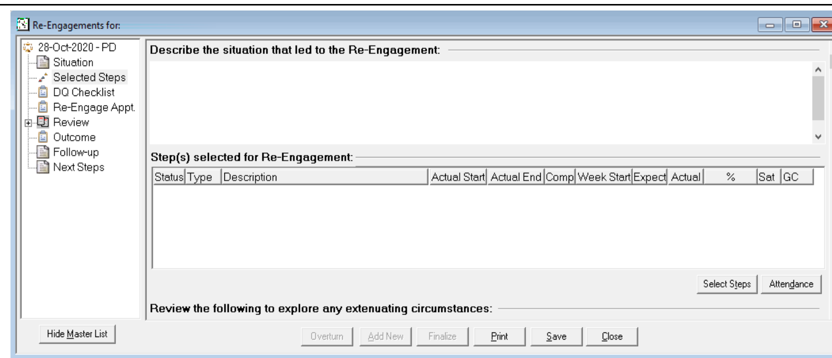
<tr>
<td></td>
<td>Re-Engagement</td>
<td>Displays historical/current re-engagement records, you can add a new record. (some areas utilize the re-engagement tab and some utilize the re-engagement narrative template)</td>
<td></td>
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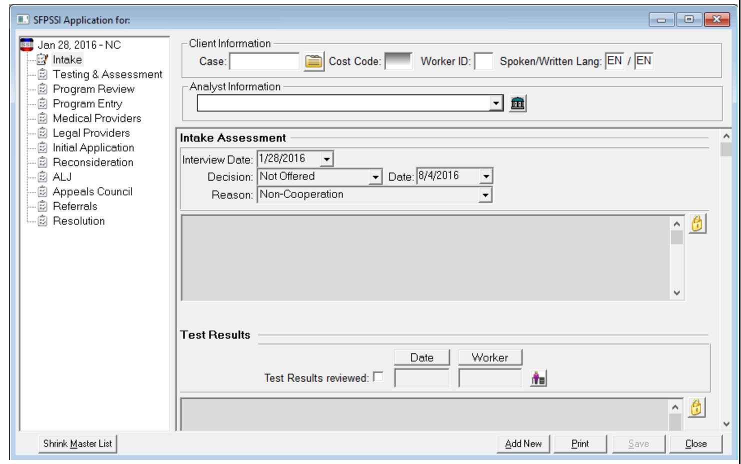
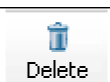
Tool Bar Icons

	SSI Tracker	Displays historical or current SFP information. This page is updated by the SFP-SS disability analyst. 
	Save	Saves the information you added or updated.
	Print	Prints information in the active window.
	Add	Adds new information within the active window.
	Cancel Add	Cancels the new information added, cannot cancel if you have already saved.
	Chancel Changes	Cancels changes made in the active window, cannot cancel if you have already saved.
	Delete	Deletes information in the active window, cannot delete if you have already saved.
	Refresh	Refreshes the active window with the most recent updates.